

Table of Contents Page

CAREER GUIDE 2018 - 2019

NOTICE: Federal law prohibits any discrimination by an employer based on race, color, religion, sex, age, national origin, or non-job-related physical or mental disabilities. If you feel that you have been discriminated against, you should inform a member of the professional staff at the Career Center.

Table of Contents

Corporate Partner Program	2
General Office Information	4
Advertiser Index	4

EXPLORE

Introduction/Career Center Services	
Letter from the Career Center Staff	5
Other Resources	5
Steps to Career Success	6
Making the Career Center Work for You	7
Creating a Plan	
Action Plan	8
Career Assessment and Career Advising	9
Choosing Your Major	10
• Researching Career Opportunities	10
careercenter.tamu.edu	11
Steps to Professional School	12

FOCUS

Resumes	
Creating an Effective Resume	13
Building a Bullet	14
Action Verb List	15
Resume Examples	16
Creating an Effective Curriculum Vitae (CV)	21
CV Example	22
Letters	
Cover Letter Outline	24
Cover Letter Example	25
Thank You Email/Thank You Note Examples	26
References	27

Gaining Experience

- Types of Experiential Education 28
- Finding Your Internship/Co-op 29
- Career Fairs and Career-Related Events Offered at Texas A&M 30
- Networking 31
 - LinkedIn 32
 - The Quick Introduction 32
 - How to Network Professionally Online 33
 - Networking Email/Informational Interviewing 34

PLAN

- Starting Your Search (Job or Internship) 35
 - Campus Recruiting and the Job Search 35
 - Key Job Search Strategies 35
- Professional Etiquette
 - Meeting and Greeting 36
 - Dining 36
 - Clean Up Your Social Media Identity 37
 - Dress for Success 38
- The Interview
 - The Art of Interviewing 40
 - Common Interview Styles 41
 - Sample Interview Questions 42
 - Behavioral Questions Worksheet 43
 - The Day of the Interview 44
 - The Company Office Visit/Site Interview 45
 - Closing the Interview 46
- Job Search Ethics 46

COMMIT

- Offers, Salary/Compensation Evaluation and Negotiation
 - Keys to Salary Negotiation 47
- Graduate School
 - Checklist 48
 - Writing a Personal Statement 49
- You're Now a Former Student! 50

[Pages 2-3 Corporate partner Artwork](#)

[Page 4](#)

General Office Information

Career Center Main Telephone: 979-845-5139

Career Center Fax: 979-845-2979

Location: Suite 209, John J. Koldus Building

Career Center Website: careercenter.tamu.edu

Professional School Advising: opsa.tamu.edu

Professional School Advising Main Telephone: 979-847-8938

Social Media:

Email:

Current Students: cc_advisor@tamu.edu

Former Students: fscshelp@tamu.edu

Hours:

Recruiting season (Sept to mid-Nov & Feb to mid-Apr): Mon-Fri, 7:30am-6pm

All other times: Mon-Fri, 8am-5pm

Mailing Address:

TAMU Career Center

Suite 209, John J. Koldus Building

1233 TAMU

College Station, TX 77843-1233

In addition to walk-in and appointment advising, the Career Center offers programs and workshops on a variety of topics including internship search strategies, salary evaluation and applying to graduate school, just to name a few. Check out careercenter.tamu.edu for our calendar of events and a complete listing of events, dates, times and locations. Additional resources and topics are also available on careercenter.tamu.edu.

Advertiser Index

Employment Opportunities

CP&Y 52

GAF 52

Hayter Engineering, Inc. 55

Huffines Auto Dealerships 51

Hunter Engineering Company 54

Longview Independent School District 52

Modern Woodmen Fraternal Financial 53

Texas Pride Fuels 54

Union Pacific 53

Wayfair LLC 54

Weinstein Spira 53

Education Opportunities

Across the Pond 55

Baylor College of Medicine 57

Education Opportunities continued

Columbia University,

Data Science Institute Inside Back Cover

University of North Texas, College of Business 56

South Texas College of Law Houston	59
Temple University School of Podiatric Medicine	60
Texas A&M University, Department of Visualization	Inside Front Cover
Texas Tech University, Ph.D. and M.S. Graduate Program in Environmental Toxicology	58

Other Advertisers

Keep America Beautiful	60
Science, Mathematics & Research for Transformation (SMART) Scholarship for Service Program	55

Texas A&M University and College Recruitment Media express their gratitude to the advertisers listed above for their generous support of the 2018-2019 Career Guide.

Page 5

Letter from the Career Center Staff
Dear Aggies,

Welcome to the Texas A&M University Career Center.

The staff of the Career Center is pleased to provide you with the 2018-2019 Career Guide. This guide contains the tools and resources you need to better understand what it is you want to do, set career goals, create effective resumes, cover letters and personal statements, prepare for interviews, develop professional networks, identify opportunities to gain experience and pursue jobs or graduate and professional degrees.

Although the Career Guide covers a great deal of career-related information, we encourage you to explore all of the resources the Career Center has to offer, including our website and many of our online tools that connect you to employers, professional and graduate schools, and full-time, internship and cooperative education opportunities. In addition, schedule an appointment with one of our Career Advisors. These advisors have specialized knowledge in the majors they serve and can give you in-depth information about your career options and work closely with you to plan your career every step of the way. Our team also includes experts who can assist you in gaining admittance to professional schools, including medicine, law, dental and other health professions. Finally, check our schedule of events to take part in panel programs, professional development seminars, and career-related workshops throughout the year, both in person and streaming live.

Remember, the Career Center serves all students, regardless of major, classification, grade point ratio, or work authorization status. We also have staff members specifically dedicated to

assist Former Students, regardless of graduation date and level of work experience. Former Students can access job postings and several of our online resources for life.

The Career Center is located in 209 Koldus and is available online at careercenter.tamu.edu. Please visit us to learn about our resources and our services. We also encourage you to find us on Facebook, follow us on Twitter and Instagram, and view our videos on YouTube. We are committed to your success and we look forward to helping you.

Sincerely,
The Staff of the Texas A&M University Career Center

Other Resources at Texas A&M

Multicultural Services

<http://dms.tamu.edu>

International Student Services

<http://iss.tamu.edu>

Student Counseling Service

<http://scs.tamu.edu>

Scholarships & Financial Aid

<https://financialaid.tamu.edu>

Academic Success Center

<http://successcenter.tamu.edu>

Student Activities

<http://studentactivities.tamu.edu>

Memorial Student Center

<http://msc.tamu.edu>

Study Abroad Programs Office

<http://studyabroad.tamu.edu>

University Writing Center

<http://writingcenter.tamu.edu>

Disability Services

<http://disability.tamu.edu>

Office of Graduate and Professional Studies

<http://ogaps.tamu.edu>

Student Health Services

<http://shs.tamu.edu>

Veteran Resource & Support Center

<http://aggieveterans.tamu.edu>

GLBT Resource Center

<http://studentlife.tamu.edu/glb>

Women's Resource Center

<http://studentlife.tamu.edu/wrc>

Steps to Career Success

- Create HireAggies account
- Establish a competitive GPA
- Meet Career Center Advisor
- Use SIGI3 to match values and interests to potential careers
- Register for AggieExternships
- Join the professional society in your major
- Compose resume for review

- Find Internships/Co-ops/volunteer work
- Gather information at Career Fairs
- Consider Study Abroad/Work Abroad
- Develop relationships for future references
- Talk to professionals about careers through informational interviews

- Attend workshops and Career Fairs
- Develop contacts in field of interest
- Participate in mock interviews or use virtual mock interview tool
- Polish your resume and interviewing skills
- Utilize Aggie Network
- Apply for Professional School

- Start applying for jobs immediately
- Research companies prior to career fairs and interviews
- Develop a back-up plan
- Attend career fairs and networking events
- Sharpen networking skills
- Apply for graduate school

Making the Career Center Work for You

The mission of the Texas A&M Career Center is to educate and facilitate the job search process for all Texas A&M students, both current and former. There are many services available to Aggies through the Career Center, and we recommend you visit the Career Center website at careercenter.tamu.edu to learn more.

Career Advisors serve specific colleges and programs on campus. They can also provide you with an overview of Career Center services as well as outline a plan for your career

development. You should begin meeting with your designated Career Advisor as early as your freshman year. Services available include:

Job and Internship Opportunities

Career Assessment & Advising and Career Path Exploration

Resume & Cover Letter Critiques

Workshops & Programs

AggiExternships

Experiential Education: Cooperative Education (Co-op) and Internships

Career Fairs

Interview Preparation

Applying to Graduate School

Professional School Advising

Professional Development

Compensation Evaluation

Company/Organization Research

Career Competencies

Critical Thinking/Problem Solving

Oral/Written Communication

Teamwork/Collaboration

Digital Technology

Leadership

Professionalism/Work Ethic

Career Management

Global/Intercultural Fluency

“Career Competencies” provided by the National Association of Colleges and Employers.

Page 8

Creating a Plan

Planning for the future is important. A plan, with well thought out steps, can lead to a successful future. Not sure where to start? Here is a plan we encourage all students to consider:

EXPLORE

Step 1 - Meet with your Career Advisor.

Step 2 - Assess your knowledge, interests, values, skills and personality.

Step 3 - Explore and research majors, careers, and employers.

FOCUS

Step 4 - Plan your job search process, including resumes, interviews, and salary evaluation.

Step 5 - Gain experience in a career-related field.

Step 6 - Identify contacts in your area of interest and conduct informational interviews.

PLAN

Step 7 - Create professional networks.

Step 8 - Develop your self-marketing and job search skills.

COMMIT

Step 9 - Start early! Implement your full-time job, internship, co-op, graduate or professional school search.

Step 10 - Keep abreast of career management trends.

Step 11 - Join an industry group aligned with your career interests or goals.

Reach out to your Career Advisor today to develop a comprehensive list of actions and tasks that you can accomplish throughout your college career. This plan can serve as your checklist and as a reflection of your accomplishments. You could find yourself working through the action plan many times depending on where you are in the search process.

Page 9

Career Assessment and Career Advising

Not sure what you want to do? Not sure how to get started? The Career Center is here to help! Your Career Advisor is available to assist with your career development needs. In addition to meeting with your Career Advisor, you might consider taking a career assessment; assessments can help you better understand key attributes about yourself, giving you an awareness of your interests, values, skills and abilities.

The Career Center has several resources available to you as you identify and explore your career options. These resources can be accessed by visiting careercenter.tamu.edu, clicking on Launch the HireAggies system and visiting the Shortcuts section. We recommend that you schedule an appointment with your Career Advisor to discuss our self assessments in more detail.

Assessments

SIGI3

SIGI3 is an online assessment available to both current and Former Students at Texas A&M. Through SIGI3 you can research occupations, see what you can do with a major or identify potential majors by areas of interest.

SIGI stands for System of Interactive Guidance Information. Within SIGI3, there are 4 surveys you can complete to explore career options. These are Values, Interests, Personality Type and Skills. Or, if you're in a pinch, you can complete the FastStart which captures all 4 surveys in one.

With SIGI3 results, you will be able to:

Use the results to find occupations that match your values, interests and skills
Explore information about career options and research occupations that relate to your particular major
Learn about education and/or training requirements for occupations as well as any skills that may be needed

Career Finder

This online assessment explores your interests by asking you to consider how you feel about completing certain types of work activities. Your responses should be given based on instinct and initial reaction to the work activity.

With your Career Finder results, you will be able to:

Identify careers that best fit your interests and preparation level (how much education you're willing to complete)

Research each career in your top results to learn more about what you'd do on the job, necessary skills, and the level of education needed in addition to projected industry growth and average salary

Explore similar career options and related industries for even more opportunities

Career Explorer

Career Explorer gathers information from the US Department of Labor's O*Net Online and compiles careers and industries into one easy to use search tool.

With Career Explorer, you can:

Search popular careers or industries that interest you

Identify those careers that would be a good fit based on your Career Finder results

Research careers or industries that have a strong projected growth outlook

Learn about day to day job responsibilities for individual careers as well as best fit personality types and knowledge, skills and abilities you will need to be successful

Not sure how to interpret your results?

Schedule a meeting with your Career Advisor today!

Did You Know?

Additional assessments are available through Student Counseling Services.

Visit scs.tamu.edu for more information.

Page 10

Choosing Your Major

Choosing a major is a very important decision for all college students. Meet with your Career Advisor to discuss your options and take an in-depth self-assessment to gain a better perspective of your knowledge, values, interests, skills, and personality. Finally, keep in mind

that one major can lead to many different careers, and one career can be reached through many different majors.

Major Decision

Determine Your Interests

Do you know your major or career interests?

How much do you know about yourself?

What motivates you?

Are you detail-oriented?

Are you a problem solver?

Do you like to work with numbers, animals or people?

Do you like to influence, persuade, assist, or help people?

Do you like to be outdoors and active in your work, or do you prefer working in a business setting?

Identify Your Skills & Values

What are your special skills or talents?

Do you have any hobbies?

What do you learn easily?

What do you find difficult to learn?

Are you better at activities or tasks that focus on ideas, data, people, or objects?

What do you value most? Service? Income? Leadership? Independence? Etc.

Research & Imagine

What academic majors are offered at Texas A&M? Minors? Certificates?

Describe your dream job.

Research multiple careers associated with Texas A&M majors.

Talk with professionals in careers that interest you. The Career Center can help you connect with successful Aggies in many different professions.

Analyze Job Trends & Outlook

What are job market projections?

Will your skills be in demand when you graduate?

What skills can you pursue that are in demand?

Researching Career Opportunities

There are several ways to explore career options, including:

Talking to people in various professions;

Review position descriptions for jobs in which you're interested;

Participating in a formalized externship in January or job shadow program for a day;

Arranging an informational interview to obtain an accurate perspective of the field from industry professionals ;

Seeking hands-on experience through cooperative education or an internship position to learn more and gain experience in a particular occupation;

Considering opportunities to work or study abroad to further broaden your experiences; Leveraging online resources including the Occupational Outlook Handbook (www.bls.gov/ooh) and O*Net Online (www.onetonline.org) to conduct research on specific careers.

Online resources through careercenter.tamu.edu such as CareerShift and GoinGlobal can provide in-depth industry information as well as very specific details about individual companies and organizations, including details about hiring processes, corporate culture and opportunities for advancement.

Page 11

careercenter.tamu.edu

What Is It?

careercenter.tamu.edu is Texas A&M Career Center's website. It is your go-to resource for resume templates, salary surveys, interview tools, upcoming events and the online job posting system. careercenter.tamu.edu includes a lot of information, so you'll want to check it out for yourself. Here are a few key things you should know about careercenter.tamu.edu:

- Resume templates can be found under Resources (see Resumes & Cover Letters)
- Assessments like SIGI3 and Career Finder are available to help you in your career/major search and are accessed through the HireAggies system
- Texas A&M has access to national databases like Career Shift and GoinGlobal to help you locate employers or identify international opportunities
- Who Hires My Major and the Salary Survey provide data to you from a survey administered to Aggies at graduation and includes answers to the questions "what can I do with my major?" and "what's the average salary for my major?"
- Clicking on "Events" will take you to the Career Center's calendar of events which includes employer information sessions, workshops and career fairs
- HireAggies is the gateway to the online campus recruiting and job posting system

What Should I Know About Launch the HireAggies System?

HireAggies is the online job posting system for all full time, internship and co-op positions at Texas A&M. Through the system, you have access to thousands of opportunities and 4,000+ employers!

- Make sure your profile is complete and up to date, always! This information can be used to identify opportunities you may qualify for.
- You'll need to upload a resume to apply for any posting through the system. To do this, click on the Documents tab and select Add New.
- You can filter job posting results and create customized searches. To view all job postings, click on the Jobs tab and HireAggies jobs; to filter results, click Advanced Search to adjust filters or use a keyword search.
- Applying for a position can be a 3 click process! Just make sure you have the most recent version of your resume uploaded.

- The Events tab will show you upcoming workshops and employer information sessions. You can RSVP for events by clicking the blue RSVP button below the event name.
- You can search for employers by name. Click on the Employers tab, select Employer Directory, type the company name into the search box and select the company name from the results. If available, you will be able to access contact information for the company, active job postings and job leads.
- HireAggies is a one stop shop. Not only can you find job postings, events and employer information, you can sign up for interviews. You will be notified via email if you've been selected for an interview. To sign up for a day/time, simply log into HireAggies and click the appropriate link on the homepage. To see all scheduled interviews, click on the Interviews tab.

Employer information sessions are great networking opportunities and are usually held prior to the employer's interview date.

Career Center workshops are held each semester and cover such topics as career fair preparation, LinkedIn, dressing for success and networking.

Did You Know?

You can "favorite" employers to stay up to date on their activity in HireAggies and keep their company profile easily accessible to you. To favorite an employer, click the star on the right side of an employer's profile under Actions.

Page 12

Steps to Professional School

Is attending a professional program like law school or medical school part of your career plan? Have you considered vet school but aren't sure what it entails? The Career Center can help you with all aspects of planning for professional school from exploring your options to submitting your application. To schedule an appointment with your pre-professional advisor, call the Career Center today.

Freshmen:

- Meet the pre-professional advisor in your area of interest
- Develop study skills and use resources on campus like the Academic Success Center
- Establish a competitive GPA
- Join a pre-professional organization in your area of interest on campus
- Research professionally related opportunities like shadowing and volunteering locally and back home

Sophomores:

- Participate in professional organization related opportunities

- Record and maintain records of any volunteer, shadow or professional related opportunity completed
- Develop contacts in your field of interest for opportunities to shadow/volunteer. This is especially important if you're pursuing a career in the healthcare industry
- Consider participating in research with a faculty member or off campus
- Join the listserv for the professional program you're interested in
- Start study preparation for professional school entrance exam (MCAT/DAT/GRE)

Juniors:

- Continue participating in and maintaining records of professional organization related opportunities
- Aspire for leadership positions within pre-professional/personal interest organization(s) on campus
- Attend workshops on topics such as application overview, interviews, exam preparation and career exploration
- Ask for letters of recommendation (if required)
- Register for and take the entrance exam for your professional program

Seniors:

- Attend workshops offered by OPSA to prepare materials for professional school application
- Apply to professional school
- Continue participating in professional organization related opportunities and updating records
- Interview at professional schools
- ACCEPT OFFER FOR ADMITTANCE INTO PROFESSIONAL SCHOOL!

A professional school personal statement is unlike any other! Be sure to attend a professional school specific workshop for guidance on writing your personal statement.

Pre-professional organizations include Pre Dental Society, Pre Law Society, Future Aggie Nurses, Pre Medical Society and Veterinarians Without Borders, just to name a few!

Did You Know?

The Career Center has Career Advisors on staff who can advise students interested in Dentistry, Law, Medicine, Nursing, Veterinary Medicine, Physical Therapy, Pharmacy, Occupational Therapy and becoming a Physician Assistant.

[Pages 13-14](#)

Creating an Effective Resume

The resume serves as a marketing tool to highlight your relevant experience and skills, as well as your accomplishments. Your resume will not get the job for you, but it will, if effective, result in interviews. The goals of your resume should be to:

- Show information in a concise, easy to read and understand format
- Illustrate your achievements, attributes and expertise, and how they align with a company's core business, goals or strategy
- Provide all relevant information necessary to allow a prospective employer to identify your transferable skills

Chronological Resume

- Lists your experiences, beginning with the most recent and/or relevant information and focuses on work experiences and activities
- The content in each section will be organized in reverse chronological order, starting with what you are currently doing and working back in time

Resume Format

- One 8.5" x 11" page using Arial, Calibri, Times New Roman or Courier font (resumes for graduate students can be 2 pages)
- Font size should be no smaller than 10 point font and no larger than 12 point font (excluding your name)
- Size of your name should be between 14 and 16 point
- Margin size will vary between .5" and .9" (all 4 sides) depending on space needed
- Use resume templates available on careercenter.tamu.edu
- When sending electronically or uploading, save your resume as a PDF

Resume Content

An employer may only spend 15 seconds to 2 minutes reviewing your resume. You want to make sure you're providing your information in a clear, concise, and logical manner.

- Organize the sections on your resume, and the bullets within an experience, in order of relevance, listing the most important, marketable categories/information first
- Your name, contact information, an Objective (if appropriate) and Education, in that order, will always be the first 3 sections of your resume

Name/Contact Information

- Your name will always be listed first, at the top of the page; it will be the largest piece of information on the page (between 14 and 16 point)
- Include a current or permanent mailing address (street, city, state and zip). No need to list multiple addresses
- Include a phone number you can be reached at, preferably your cell phone. Be sure to have a professional voicemail set up!
- List a professional email address . Consider an [@aggienetwork.com](http://aggienetwork.com) account through The Association of Former Students
- No need to label your information (ex. Email:..... Phone:.....)

Objective (optional)

- Tells the reader the purpose of your resume
- Should be no longer than 2 sentences
- If seeking an internship or co-op, include the time period which you'd be available to start
- Example: Seeking a summer 2018 internship in Marketing, specifically in Public Relations

Education

- List the institution you most recently attended (most likely will be Texas A&M)
- Include the city and state
- Provide the official name of the degree you will receive in addition to your major (ex. Bachelor of Business Administration in Marketing)
- List your graduation month and year
- Include your overall GPR (always!). You can also include a major GPR and list the highest one first
- List any minors or certificates on separate lines below your degree
- If you've attended other institutions and received 30 credit hours or more, list in reverse chronological order following your most recent institution
- Do not include high school information in this section, unless as a freshman, you are including high school experiences on your resume. See the Aggie Freshman resume on page 16 as an example

Sections May Include

- Experience—categories include Work, Relevant or Volunteer Experience; use your bullets to highlight what you learned, accomplished or gained. Include results, the name of the company and location as well as your position and dates of employment
- Leadership
- Activities
- Honors or Awards
- Relevant Coursework—typically listed after Education section
- Skills—computer and technological, including proficiency level
- Languages—include skill level (ex. Fluent in Spanish-speaking, reading, writing)
- Work Authorization
- Study Abroad—typically listed after Education section

Do NOT Include

- Personal information including photographs, age or marital status
- Abstract or intangible skills (ex. Creativity, organization, communication); instead use examples to show how you've demonstrated these skills
- References—these will be available on a separate page and provided when requested by the employer. There is no need to include the statement "References Available Upon Request"

- High school information if after your sophomore year of college (Exceptions include achievements such as Eagle Scout or Gold Award and experiences or awards that are relevant to your current career goals)

Check out resume examples for different majors and student populations on careercenter.tamu.edu

Building a Bullet

- Start with an action verb (see list on following page)
- Identify
 - o What you did (the purpose)
 - o How you did it (the method)
 - o Why you did it (action)
 - o Transferable Skills
 - o What you learned
 - o What you gained
 - o What you accomplished
- Focus on your contributions (the results) to your employer/organization
- Quantify! When using numbers, always show them in their number form
- The number of bullets you include for an experience will depend on the information; provide enough information so the employer knows what you're talking about, but not so much they are overwhelmed with unnecessary details

Page 15

Action Verbs for Your Resume

Management Skills

Administered
 Analyzed
 Assigned
 Attained
 Chaired
 Consolidated
 Contracted
 Coordinated
 Delegated
 Developed
 Directed
 Enhanced
 Established
 Evaluated
 Executed

Increased
Improved
Initiated
Instituted
Managed
Motivated
Organized
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Strengthened
Supervised

Communication Skills

Addressed
Authored
Collaborated
Composed
Contacted
Convinced
Corresponded
Directed
Drafted
Edited
Elicited
Explained
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Resolved
Spoke

Translated
Wrote

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Gathered
Identified
Interpreted
Interviewed
Investigated
Located
Organized
Researched
Reviewed
Solved
Summarized
Surveyed
Systematized
Tested

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Designed
Developed
Devised
Engineered
Fabricated
Installed
Maintained
Operated

Overhauled
Programmed
Remodeled
Repaired
Replaced
Solved
Standardized
Studied
Upgraded
Utilized

Teaching Skills
Adapted
Advised
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instructed
Persuaded
Stimulated
Trained
Tutored

Financial Skills
Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed

Estimated
Forecasted
Managed
Marked
Planned
Projected
Reconciled
Reduced
Researched

Creative Skills
Acted
Adapted
Composed
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modified
Originated
Performed
Planned
Revised
Revitalized
Shaped
Solved

Helping Skills
Advocated
Aided
Assessed
Assisted
Clarified

Coached
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Expedited
Facilitated
Familiarized
Guided
Intervened
Motivated
Referred
Rehabilitated
Represented
Resolved
Supported
Volunteered

Clerical/Detail Skills

Approved
Arranged
Catalogued
Charted
Classified
Coded
Collected
Compiled
Dispatched
Distributed
Executed
Generated
Implemented
Inspected
Maintained
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Reviewed

Routed
Scheduled
Screened
Set up
Standardized
Specified
Systematized
Tabulated
Updated
Validated
Verified

More Verbs for Accomplishment

Achieved
Awarded
Completed
Expanded
Improved
Pioneered
Reduced (losses)
Resolved (problems)
Restored
Spearheaded
Succeeded
Surpassed
Transformed
Won

Page 16

Aggie Freshman
1234 Aggie Way 555-555-5555
College Station, Texas 77840 aggie.freshman@email.tamu.edu

EDUCATION

Texas A&M University, College Station, Texas May 20xx
Bachelor of Business Administration GPR: First Semester Student

A&M Consolidated High School, College Station, Texas June 20xx
Graduated with honors; Rank: 1/500; Valedictorian Overall GPR: 4.36

EXPERIENCE

RE/MAX United, Bryan, Texas July 20xx – August 20xx
Intern

Validated property credibility by collaborating with 6 contractors and 10 realtors
Improved efficiency by examining over 40 lease documents for errors

The Dance Room, College Station, Texas January 20xx – May 20xx
Dance Teacher, August 20xx – May 20xx
Taught 50-60 children ages 3 through 13 years of age in dance techniques
Prepared 6 unique dance lessons including ballet, tap and jazz for basic, intermediate and advanced skill levels
Organized and orchestrated annual recital and seasonal events for 50 students
Assistant Dance Teacher, January 20xx – August 20xx
Supervised 3 dance classes consisting of approximately 45 students, assisting the dance teacher in providing lessons

LEADERSHIP

Student Council, A&M Consolidated High School September 20xx – May 20xx
Vice President, September 20xx – May 20xx
Presided over class meetings with President
Began planning for 10 year class reunion
Treasurer, September 20xx – May 20xx
Managed and tracked finances for prom, overseeing a budget of \$10,000
Organized meetings, events, socials, and prom

National Honor Society, A&M Consolidated High School September 20xx – May 20xx
President, September 20xx – May 20xx
Planned meetings and activities including volunteer and fundraising opportunities for 35 members
Led 8 meetings, guiding 50 members to decisions regarding organization's involvement on campus and in the community
Member, October 20xx – August 20xx

ACTIVITIES

American Marketing Association, Texas A&M University September 20xx – Present
Member

HONORS

Hugh O'Brian Youth Leadership Conference October 20xx – June 20xx
Chosen as sophomore representative for high school through essay submission and teacher evaluation
Girl's State June 20xx
Selected as female scholarship recipient from student body by American Legion Auxiliary through essay and interview process to represent local community
Navasota Valley Electric Scholarship June 20xx
Awarded scholarship based on essay and interview process
Chris Jones Memorial Scholarship June 20xx

Received scholarship based on essay, interview and transcript

SKILLS

Basic Java and SQL

As you continue to update your resume to add college experiences, try to remove all high school activities from your resume by sophomore year.

Page 17

AGGIE NAME

1234 Hullabaloo Drive (999) 999-9999
College Station, TX 77840 aggiemail@tamu.edu

OBJECTIVE Seeking an entry-level position that will lead to opportunities in management or sales.

EDUCATION Texas A&M University, College Station, TX, May 20xx
Bachelor of Science in University Studies – Leadership
Minors in English and Psychology
Major GPR: 3.30, Cumulative GPR 3.01

Blinn College, Bryan, TX, September 20xx – August 20xx
Completed 45 hours toward degree plan
Cumulative GPR: 3.50

WORK Office Depot, College Station, TX, May 20xx – Present

EXPERIENCE Copy and Print Center Manager

- Organize copy and print jobs, establish deadlines, and guide a team of 15 associates.
- Partner with store management to ensure proper functionality of department.
- Perform duties requiring efficiency and the ability to multitask under high-stress situations.
- Complete performance evaluations of employees and provide written feedback.

Cheddar's Casual Cafe, College Station, TX, March 20xx – April 20xx
Wait Staff Supervisor

- Trained and supervised 12 wait staff providing consistent guidance and support to employees.
- Ensured repeat business through attentive and friendly customer service.
- Personally responsible for monetary transactions in excess of \$2,000/day.

LEADERSHIP Phi Beta Lambda, Texas A&M University, January 20xx – Present
Treasurer

- Manage annual budget of over \$30,000 including 2 scholarships awarded each semester.

-

Maintain detailed records on money collected including type of fund, date collected, amount collected, and purpose.

Fish Camp, Texas A&M University, March 20xx – August 20xx

First-year student extended orientation program

Chairperson, October 20xx – August 20xx

- Interviewed, selected, and managed 24 camp counselors from an applicant pool of 3,000.

- Developed and led training on leadership, communication, team building, and risk management.

- Maintained a budget of approximately \$1,000 and contracted camp supplies and apparel.

-

Served as a liaison between university administrators, camp directors, camp counselors, and approximately 200 new students.

Counselor, March 20xx – September 20xx

- Advised and mentored 2 groups of 12-14 freshmen throughout 2 camps.

-

Provided a support system for over 100 incoming freshmen in order to ease transition into the college experience.

HONORS Dean's Honor Roll, Texas A&M University, Fall 20xx – Spring 20xx

AND AWARDS Distinguished Student Award, Texas A&M University, Fall 20xx

LANGUAGES Fluent in Spanish (speaking, writing, reading)

WORK Eligible to work in U.S. for xx months with Practical Training

AUTHORIZATION

If you've attended more than one college or university, use this format for listing your education.

All international students are required to list Work Authorization on their resumes. If you're unsure of how many months you have, contact International Student Services.

For additional resume and letter examples, please visit careercenter.tamu.edu

Address
City, State Zip
(999) 999-9999
ita@tamu.edu

OBJECTIVE

Seeking an entry-level position that will lead to opportunities in Technical Sales, Production, or Field Engineering.

EDUCATION Texas A&M University, College Station, TX May 20xx
Bachelor of Science in Mechanical Engineering, Certificate in Project Management
Major GPR: 3.32 Cumulative GPR: 2.87
Financed 75% of college education through employment

Study Abroad: University of Applied Sciences, München, Germany June - July 20xx

Received DAAD University Summer Course Grant to study entrepreneurship, business planning, and project management in international teams.

ACTIVITIES Student Engineers' Council (SEC), Texas A&M University January 20xx - Present

Career Fair Team Leader

- Directed successful career fair with revenue exceeding \$30,000
- Recruited 100+ volunteers for golf tournament and career fair
- Organized corporate-student golf teams for 64 companies

TAMU Representative at SEC Convention, New York, NY February 20xx

Society of Women Engineers, Texas A&M University January 20xx - Present

Sisters of the Sword and Shield, Texas A&M University September 20xx - May 20xx

Texas Aggies Making Changes, Texas A&M University January 20xx - June 20xx

HONORS Pi Tau Sigma, National Mechanical Engineering Honor Society, Texas A&M University

Dean's Honor Award, Dwight Look College of Engineering, Texas A&M University

EXPERIENCE Lyondell Chemical Company, Victoria, TX January - December 20xx

Machinery Engineer Co-op, September - December 20xx

- Further developed life cycle cost program and assisted in training engineers on program
- Analyzed data gathered for long range equipment reliability study
- Played a role in designing a mechanism to increase cooling for polymer gear pump bearings
- Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School

- Assisted in execution of company's world wide reliability forum through development of presentation
- Machinery Engineer Co-op, May - August 20xx
- Created a program to conduct basic life cycle cost analysis
 - Developed an Excel database for a long range plan to increase reliability of product assessment

- Aggies Invent, Texas A&M University August 20xx - November 20xx
Team Lead
- Developed lifesaving technology for developing countries as part of a 4 person team
 - Created 90 second video and presented in front of 50+ people

- Crescent Moon Family Farm, El Campo, TX May 20xx - August 20xx
Farm Hand
- Operated and maintained all equipment including combines, tractors, and four-wheelers
 - Gained technical skills and production operations experience

SKILLS AutoCAD, AutoCAM, Microsoft Office
Intermediate proficiency in spoken/written German

Make your objective specific and avoid general statements and terms. Always include your availability, position type and field/industry of interest.

Include technical skills, special licensure or certifications and foreign language skills with level of proficiency. This can be moved higher on the page, depending on the job requirements.

Page 19

Good Aggie Upperclassman
100 Olsen Drive (979) 555-5555
College Station, Texas 77840 First_Last@aggienetwork.com

EDUCATION

Texas A&M University, College Station, Texas May 20xx
Bachelor of Business Administration in Accounting
Major GPR: 3.58; Overall GPR: 3.36

LEADERSHIP

Financial Management Association, Texas A&M University September 20xx - May 20xx
Treasurer, May 20xx-April 20xx
Managed \$4,000 budget and maintained bookkeeping system for organization

Increased cash flow by 15% by finding ways to cut unnecessary spending

Chi Omega Fraternity, Xi Kappa Chapter, Texas A&M University August 20xx - Present

Vice President May 20xx - May 20xx

Mentored and advised 200 active members regarding academic matters

Administered meeting order and ritual

Attained qualified speakers for 3 Chi Omega functions

Directed spring and fall Eleusinia, the bi-annual celebration of

Chi Omega's heritage

Interpreted, administered, and amended Chapter bylaws and standing rules

Recruitment Information Chairman May 20xx - May 20xx

Gathered and organized information on each of the 600 potential

new members and presented information to the Chapter

Tabulated all scoring and rankings of potential new members

Co-coordinated recruitment "work week," the Chapter's preparation time one week before recruitment begins

Business Student Council, Texas A&M University September 20xx - Present

Events Committee Member-Parents' Weekend Coordinator April 20xx

Coordinated the annual Parents' Weekend breakfast and presentation for all Mays Business School

students and parents, with approximately 750 in attendance

Supervised 4 members of the Events Committee assigned to Parents' Weekend

Awarded Member of the Year Scholarship for 2009

RELEVANT WORK EXPERIENCE

Career Center, Texas A&M University August 20xx - Present

Student Worker, Business Career Services

Deliver presentations to audiences with up to 225 attendees, reaching approximately 1,200 students yearly

Advise students regarding resumes, major selection, job search strategies, and other career-related topics

Assist in compiling and computing employment statistics in Excel for undergraduate business students

Selected to serve on a student panel to discuss recruiting tactics from a student's perspective

PricewaterhouseCoopers LLP, Dallas, Texas June 20xx - August 20xx

State & Local Tax Consulting Internship

Assisted with a State Tax Benefit Proposal from inception to final presentation to the Executive Board

Prepared and edited client memos regarding various steps in restructuring process

Maintained 2 state tax matrices regarding Intellectual Property legislation and add back provisions of

certain interest and intangible property

Researched state sales tax laws regarding the taxation of pre-paid phone cards
Organized legal documents for clients under Texas state audit

SKILLS

Advanced knowledge of Microsoft Excel; Proficient in Quickbooks, Microsoft Word, PowerPoint, and Access

If multiple positions have been held within an organization list beginning with the most recent and providing dates for each.

Quantify the description of your duties to give your potential employer a sense of your level of responsibility and achievement.

If you claim a proficiency, consider showing how and where you gained this skill under Relevant Experience

Page 20

Aggie Student

Address ¥ City, State Zip ¥ (999) 999-9999 ¥ abcdef@aggienetwork.com

OBJECTIVE To obtain a Summer 20xx internship in Biomedical or Biotechnology Research

EDUCATION Texas A&M University, College Station, Texas May 20xx
Bachelor of Science in Zoology Cumulative GPR: 3.19
Minor in Business
80% of education financed through employment, scholarships, and grants

Related Coursework:

Organic Chemistry I&II (lab) Genetics (Lab) Nutrition
Biochemistry I&II (Lab) Anatomy (Lab) Technical Writing

TECHNICAL Proficient in: Ion chromatography, Southern Blots, HPLC
SKILLS Familiar with: Electrophoresis, DNA Extraction Technique, PCR

RELEVANT Department of Biology, Texas A&M University January 20xx - Present
EXPERIENCE Intern (25-30 hours/week)
Collect blood samples from laboratory animals.
Perform glucose assays to determine correlation between glucose and T4.
Feed and care for lab animals, including turtles, fish, and sea urchins.
Maintain inventory of lab equipment and supplies.

Department of Biochemistry, Texas A&M University January 20xx - May 20xx
Undergraduate Research Assistant (20 hours/week)

Prepared fungi samples for DNA extraction.
Performed gel electrophoresis and scored RFLPs.
Recorded data using Microsoft Excel.

LEADERSHIP Corps of Cadets, Texas A&M University August 20xx - Present
A-2 Recruiting Officer, June 20xx - Present

Instruct 8 cadets on team through recruiting presentations and assignments, ensuring consistency in delivery.

Present benefits of Corps membership to group of 20 prospective students.

Participate in recruiting visits to regional high schools, presenting to prospective students and families.

Received Outstanding Recruiting Award.

Gunnery Sergeant, September 20xx - May 20xx

Developed and managed program that provided 150 sophomore cadets with skills and tools to achieve shared goals.

Conducted weekly inspections of dorm rooms and monitored cadet behavior.

Cadre, August 20xx - May 20xx

Selected as one of 6 cadets to train and motivate 65 freshmen.

Coordinated class interaction within company unit.

WORK Sbis Dining Hall, Texas A&M University May 20xx - March 20xx

EXPERIENCE Server/Cashier

Trained 5 new employees in food preparation and serving.

Served food and drinks according to customers' orders.

Complied with all safety and sanitation standards to maintain clean work area.

ACTIVITIES The Big Event, Texas A&M University March 20xx

Replanted a garden and trimmed bushes for an elderly couple as part of university's community-wide service project.

HONORS Distinguished Student Award

Texas A&M Mother's Club Scholarship

"Related Coursework" allows you to highlight skills, coursework and training in areas of particular interest to an employer.

A brief description of an activity may be necessary. Explain any Aggie specific terms.

A Curriculum Vitae or CV is NOT a resume. Instead, it is a professional document used to tell the story of your academic life, including research interests, teaching experience, etc. Unlike a resume, there are no space limitations and it may be several pages in length.

Common Uses of the CV

- Graduate school admission
- Applying for graduate assistantships or scholarships
- Applying for teaching, research, and upper-level administration positions in higher education
- Grant proposals
- Publishing and editorial review boards ... and more!

CV Format

- Use the same general guidelines as Resume format (NOTE: CVs are longer than resumes and often include multiple pages)

CV Content (not limited to this list)

- Name/Contact Information
- Education
- Research Interests
- Research Experience
- Teaching Experience
- Professional Experience (academic)
- Professional Experience (non-academic)
- Publications
- Presentations
- Technical Skills
- Professional Affiliations
- Other information: Language Skills, etc.
- References (these should be included on the final page of the CV)

Special Note About Education Section (include the following)

- Name of institution(s) where you obtained or are working toward a degree, listed in reverse chronological order
- Official name of degree(s)
- Master's Thesis and/or Dissertation Title(s)
- Name of advisor

Meet with a Graduate Career Advisor today for help creating or editing your CV.

[Pages 22-23](#)

Curriculum Vitae

AGGIE NAME VITAE

1234 Hullabaloo Drive ♦ College Station, Texas 77840 ♦ (979) 555-4445 ♦
aggiemail@dept.tamu.edu

OBJECTIVE

Seeking a position as a researcher using background in both biochemistry and chemistry

SUMMARY OF QUALIFICATIONS

Three years research experience in enzyme kinetics.

Research interests: biochemistry, pharmaceutical science, medicine, veterinary medicine, and chemistry.

Able to work independently or as part of a team.

EDUCATION

Texas A&M University, College Station, Texas August 20xx
Ph.D., Biochemistry; GPR 3.93
Dissertation: (insert title here)
Advisor: Dr. Aggie Smith

Big State University, Middletown, Indiana
M.S., Chemistry, GPR 3.89 August 20xx
Thesis: (insert title here)
B.S., Pharmacy July 20xx

RELEVANT COURSEWORK

Enzymes, Proteins, and Nucleic Acids
Biochemical Kinetics; Biochemical Genetics
Pharmacology; Pharmaceutics

RESEARCH EXPERIENCE

Research Assistant, Texas A&M University, College Station, Texas August 20xx- present
Incorporate Tyryptophan (Trp) Analogs into the Phosphofructokinase from *Bacillus stearothermophilus* (BsPfk).

Studying the mechanisms of a chemotaxis system (Transmembrane Serine Receptor, Tsr) in *Escherichia coli*.

Measure ligand-binding properties (dissociation constant and stoichiometry) of the periplasmic domain of Tsr using both fluorescence spectrometry and isothermal titration calorimetry.

Determine the oligomeric state of periplasmic domain of Tsr using analytical ultracentrifugation and analytical gel filtration.

Develop a spectrophotometric method using proteins on native cell membrane.

Study the inhibition effect of ligand-bound Tsr on a complexed histidine kinase activity using coupled enzyme activity assay and radioactive assay.

Research Assistant, Big State University, Middletown, Indiana March 20xx- August 20xx

Developed a new animal model for cardiovascular research in space: transparent tadpoles outfitted with in vivo nitric oxide sensors.

TECHNICAL SKILLS

Scientific:

PCR primer design, polymerase chain reaction (PCR), reverse transcription, subclone PCR product into cloning vector.

Plasmid construction, enzyme digestion, point mutation, amplification and extraction.

DNA and RNA purification, electrophoresis, Northern blot, and Southern blot.

Construction of bacteria strain, gene knockout, Construction of expression vector, transformation, Cell Culture, Protein overexpress and purification.

SDS-PAGE, Western blot, BCA assay, enzyme kinetic assays.

FPLC, HPLC, analytical ultracentrifugation, spectrophotometry, fluorescence spectrometry, analytical gel filtration, isothermal titration calorimetry.

Computer:

Skilled at using some computer programs to visualize and analyze protein structures, e.g.

Rasmo; to do protein or DNA sequence comparison, e.g. Macvec; and to analyze and fit experimental data, e.g. KaleidaGraph, Origin, ultrascan and Sedfit etc.

Sufficient in working with computer (Mac, PC, Microsoft Office).

TEACHING EXPERIENCE

Teaching Assistant, Texas A&M University, College Station, Texas August 20xx- present
Taught undergraduate biochemistry recitation sections.

Prepared all lectures and exams; graded papers, exams and homework; kept office hours.

Teaching Assistant, Big State University, Middletown, Indiana March 20xx- August 20xx

Taught and prepared for undergraduate chemistry labs; graded lab papers and exams.

PUBLICATIONS/PRESENTATIONS

Biophysical Society Annual Meeting, New York, New York, 20xx

Poster: "Purification and Characterization of the Periplasmic Domain of Serine Chemoreceptor"

The Center for the Study of Biochemistry, Houston, Texas, August 20xx

Poster: "Incorporation of Tryptophan (Trp) Analogs into the Phosphofructokinase from Bacillus stearothermophilus"

HONORS & AWARDS

Fellowship A

Scholarship B

FOREIGN LANGUAGE SKILLS

Proficient written and spoken Spanish

PROFESSIONAL MEMBERSHIPS

American Society of Biochemistry
Southern Association of Biochemistry

REFERENCES

Dissertation Advisor:

Dr. Aggie Smith, Associate Professor
Dept. of Biochemistry
Texas A&M University
Address
City, State Zip
(979) 555-4444
name@tamu.edu

Dr. Jane Doe, Associate Professor
Dept. of Chemistry
Texas A&M University
Address
City, State Zip
(979) 555-0000
name@tamu.edu

Dr. E. King Gill, Professor
Dept. of Athletics
Texas A&M University
Address
City, State Zip
(979) 555-7777
name@tamu.edu

Page 24

Cover Letter Outline

The employer will evaluate you as a prospective employee based upon the appearance, content, grammar and punctuation in your cover letter. When emailing a cover letter and resume, make the cover letter the text within your email and attach your resume. It is appropriate to provide a cover letter only when requested by an employer.

Your present address
City, State Zip Code

Date

Mr./Ms. (first name last name), title
Name of Company
Street Address
City, State Zip

Dear Mr./Ms. (last name):

1st paragraph - Explain why you are submitting your resume. State the position for which you are applying. Mention how you heard about the opening: newspaper, name of person who referred you, etc. (basically, who you are, what you want and why).

2nd paragraph - State why you would be qualified for the position; mention specific qualifications or experiences you have that may be pertinent to the position. State any particular interest you have in the company, location, or position. Point out relevant information that may not appear in your resume.

3rd paragraph - Express interest in an interview; indicate interest in discussing their needs further and suggest you will call to schedule an interview time. Your closing should encourage a specific action by the reader.

Sincerely,

(Handwritten Signature)

Typed Signature

The 2nd paragraph should focus on match points. Match points are the overlaps between the experiences you offer (your resume), what the company is looking for (job description) and why you should be considered.

Page 25

Cover Letter Example

1234 University Way
College Station, TX 77123

August 12, 20XX

Ms. Jane Davis, Vice President
XYZ Corporation
1234 Business Plaza
Houston, TX 77123

Dear Ms. Davis:

I appreciated the opportunity to learn more about XYZ Corporation and your Analyst Internship position during your campus visit this semester. As a junior Sociology major at Texas A&M with a passion for service and for leadership, I was impressed by XYZ's commitment to community partnerships and your reputation as a leader in your field. I also enjoyed the opportunity to speak with several former students currently working at XYZ, including John Smith. Mr. Smith enthusiastically described the variety of projects he has completed over the past four years. Because of your industry success, your dedication to service, and your innovative projects, I am very interested in obtaining an internship opportunity within your organization.

Currently, I am participating in a consulting project with the City of Dallas focused on staffing issues. The project includes conducting research on large, urban centers throughout the United States and comparing recruiting and retention programs. Through this project, I have gained a greater knowledge of workforce issues as well as innovative and creative human resources initiatives. In addition to this project, I have served as the Vice President for Membership for a student organizations on campus, Alpha Phi Omega service fraternity. This group participates in a number of recruiting activities to maintain and continually increase membership, including several new programs that I initiated over the past two years. As a result of these new programs, active membership in this organization has increased this year by more than 15%. Additionally, I am also fluent in Spanish, both orally and in writing, and I hope to incorporate these language skills into my future employment.

In closing, I am genuinely interested in the Analyst Internship position with XYZ Corporation. My knowledge, experience and skills will allow me to successfully fulfill the duties of this position. I look forward to having the opportunity to meet with you and to discuss my qualifications further. Please contact me at 123-456-7890 or jaggie@tamu.univ.edu if you have any questions or would like additional information.

Thank you very much for your time and consideration.

Sincerely,

Josephina Aggie

Josephina Aggie

Each letter should be prepared individually; using form letters is not advised. Address letters to the individual directly involved in interviewing candidates; make every effort to discover the name of the person who will make the hiring decision.

Page 26

Thank You Email Example

At a minimum, thank you emails should be sent to everyone you interacted with during the recruitment process. Consider sending a handwritten note (in addition to an email) to those you want to impress.

Dear Mr./Ms. Aggie Contact,

Thank you for your time during your recent visit to Texas A&M on October 14, 20xx. During my interview with you, I was excited to learn that you also pursued the Retailing certificate and were involved in the Student Retailing Association while at Mays Business School. I appreciate you answering my questions about the rotational internship program. I am so glad to know that I will be able to gain experience in all departments at Nordstrom and better understand the entire organization.

As discussed, please find attached my most recent college transcript. If I can provide any additional information, please let me know. I look forward to hearing from you within the next few weeks regarding the Nordstrom Summer Retail Rotational Internship.

Sincerely,

Joe Aggie

123-456-7890

Follow up with a thank you note to anyone who spent time with you, including the person coordinating the visit. Reference specific parts of your conversation to help jog the recruiter's/interviewer's memory and help you to stand out.

Send a thank you note by mail or email within 24-48 hours.

Thank You Note Example

Dear Ms./Mr. Xxxx, Month XX, Year

Thank you so much for the opportunity to interview with Nordstrom yesterday. It was a pleasure to meet you and I very much appreciate the time you took out of your schedule to visit

with me. I enjoyed talking about your career path at Nordstrom and am so excited to learn that it is possible to experience many facets within the company! The Summer Retail Rotational Internship seems like a great fit for me. I look forward to hearing from you soon. Thank you for your consideration.

Regards,

Joe Aggie

Email

Phone

Thank You Note Formula

Writing a thank you note is as simple as highlighting 3 key areas:

Thank you for the _____.

It meant a great deal because _____.

Thank you again.

[Page 27](#)

References

References should be written on a separate page from the resume and should list complete contact information including the person's organization/title, address, telephone numbers and email, if permission is given to use it. Include your name and contact information at the top of the page exactly as it appears on your resume. Select references who have seen you in action and can talk about your skills, experience, and accomplishments.

Persons used as references can be employers, professors, advisors and any professional individuals who know you well. Do not use relatives as references. Always ask for permission first before using someone as a reference. Tell your references when you are applying for a position so they know to expect a call and can be prepared to provide a good reference.

Aggie Name

123 Spring Loop, #1234

College Station, TX 77123

(979) 123-4567

aggiemail@tamu.edu

Dr. Xxxx Xxxx

Professor

Texas A&M University
College of Agriculture and Life Sciences
109 Kleberg Bldg.
2402 TAMU
College Station, TX 77843
(979) 123-4567
xxxx@tamu.edu

Mr. Yyyy Yyyy
Supervisor
Mead Paper
2705 Market Street
Chillicothe, Ohio 45601
(419) 123-4567
yyyy@mead.com

Ms. Zzzz Zzzz
Department Manager
Johnson Controls, Inc.
4527 Appleton Drive
Sparks, MD 21152
(301) 123-4567
zzzz@employer.com

Use the same header as on your resume.

Be sure to offer your list of references to the recruiter, particularly during an interview.

Pages 28-29

Gaining Experience

Gaining work experience and practical skills as a student is a necessity if you expect to be successful in obtaining the job you want after graduation or being admitted to graduate/professional school. It is never too early to start gaining experience.

Employers are more eager to hire an applicant who has taken the initiative to gain exposure to the working world. These experiences can be either paid or unpaid. To learn more about what types of opportunities are available before you graduate, talk with your Career Advisor today.

Types of Experiential Education

Internships

An internship, either domestic or international, usually occurs in the summer and relates to a student's major or area of interest. Internships are a good way to gain experience in your field and see a snapshot of the industry.

Quick FAQs on Internships:

- May or may not receive academic credit, as determined by your major department or internship program.
- Typically 8-12 weeks long, normally in the summer.
- May be paid or unpaid.
- May involve fees for international programs.

Requirements:

- Set by your major department and the employer for which you work.

How to get started:

Make an appointment with your Career Advisor.

See "Finding Your Internship/Co-op" on page 29 for more information.

Cooperative Education

Cooperative Education is a planned and supervised work experience that allows students to earn both money and academic credit. Co-op is not a summer-only program. It offers you an option of taking on more challenging assignments and projects during the fall/spring semesters, with the potential for completing up to 3 work terms with an employer. Co-op is an excellent way to gain in-depth hands-on experience.

Quick FAQs on Co-op:

- Receives academic credit for each work semester.
- Can be 1, 2, or 3 work terms.
- One-on-one job search assistance.
- Always paid.

Requirements:

- 2.5 to 4.0 overall GPR.
- 30-45 hours completed before first work term.
- Co-op faculty advisor approval.

How to get started:

- Attend a Co-op Orientation. Dates and times are on careercenter.tamu.edu. Click on Events for more information.

Work Abroad

More students at Texas A&M are seeking opportunities to gain international work experience. Texas A&M partners with international education programs to provide students with structured experiences in locations such as Dublin, London, Madrid, Singapore, Sydney, and more.

Typically, programs like these have application processes that include essays, interviews and, almost always, early deadlines. We encourage you to think about and begin planning for international experiences early on in your academic career. It is recommended that you speak with an advisor in the Study Abroad office.

Summer Jobs

A summer job may or may not be related to your major but could be related to your area of interest. You should start this job search early in the fall rather than waiting until spring. If you are looking for a summer job in the Bryan/College Station area, contact Financial Aid as they have a database of on- and off-campus positions. You may also choose to contact companies directly about summer opportunities.

Externships

Externships provide an opportunity for a one-day visit to employers in your field of study. Explore specific careers, make professional connections, and gather first-hand experience from professionals. For more information visit careercenter.tamu.edu and search AggiExternships.

Volunteer Work

Volunteer work is an excellent way to gain experience in certain career fields. Some organizations are not able to hire interns or part-time staff and use volunteers to perform many functions. If you consider volunteering, make sure that you obtain adequate information about the duties you will perform and are able to gain as much practical experience as possible.

Shadowing

Shadowing opportunities give you exposure to the day to day operations of business and typically entail observing a professional in their job. Shadowing experiences can range from a couple of hours to multiple days in length. Consider shadowing professionals in careers that you are interested in to gain knowledge and experience.

Undergraduate Research

Undergraduate research is a great opportunity to explore and experience research in a laboratory with a professor. You will apply the knowledge you are learning in your classes, gain analytical proficiency, improve problem solving skills and your ability to work in a team environment.

How to get started:

Visit LAUNCH.tamu.edu or your Department's webpage to learn more about undergraduate research opportunities.

Look at the research areas of faculty on your Departmental website and read their most recent papers.

Talk to these professors about your interests. You can always meet with your Academic Advisor or Career Advisor if you have questions.

Finding Your Internship/Co-op

How to Begin Your Search

- Talk with your academic advisor about when an internship/co-op would fit into your degree plan.
- Decide on some parameters for your search.
 1. Do you want a summer, fall or spring job? In which academic year(s)? What location(s)?
 2. What are your skills and abilities? Think of skills you have used in the classroom, special projects, extracurricular activities or volunteer work (writing, researching, analyzing, coordinating, managing, etc.).
 3. List five of your academic interests. Why have you chosen your major? What type of experience would complement your academic studies?
 4. In what industry or industries do you have an interest (government, high-tech, nonprofit, retail, etc.)?
- Determine what you want to gain from your work term (personal goals, learning objectives, etc.).
- Attend Career Center workshops and panel programs.
- Begin by targeting several companies. Start with 10 to 20. If you are unsure of the particular company you wish to target, the Career Center has many good resources that detail companies in certain industries.
- “Pare down” the firms to which you will apply, according to how their programs coincide with your goals and objectives.
- Develop a system to track your search.

Utilizing All Resources

- Visit employers at the numerous career fairs held on campus each year. Attend career fairs both in and outside your college.
- Talk with Former Students who share your major or who are employed in your industry of choice.
(AggieNetwork.com --> Find an Aggie).
- Contact your network of friends, family and professors. Let them know you are looking for an internship.
- Look for companies in your chosen industry by using resources on careercenter.tamu.edu.
- Become active in campus chapters of professional societies.
- Look at the staffing or employment section of a company website to identify opportunities.

- Leverage LinkedIn by following companies you're interested in and searching for jobs using titles, keywords or company name. See page 32 to create an effective LinkedIn profile.
- Discuss opportunities with advisors and professors within your major department.

Applying for an Internship/Co-op

- If the position is posted on careercenter.tamu.edu, follow instructions on posting your resume, making note of and following any additional instructions.
- If applying through company website, complete all parts of the application.
- Identify and apply for opportunities at least 2 semesters prior to when you'd like to work (ex. apply in fall for next summer internships)

Page 30

Career Fairs and Career-Related Events Offered at Texas A&M

There are more than 30 career fairs on Texas A&M's campus every year and the Career Center either coordinates or participates in nearly all of these. For additional information, including specific dates and locations, please visit Events on our website at careercenter.tamu.edu.

January

- Engineering Career Fair
- Geosciences Career Fair
- Liberal Arts Career Fair
- SBSLC Campus-wide Career & Graduate School Fair, Southwestern Black Student Leadership Conference

February

- AGLS Career Fair
- Business Career Fair
- Construction Science Career Fair
- ECHO Health Professions Symposium
- Health Professions Symposium
- Horticulture Career Fair
- Landscape Architecture & Urban Planning Career Fair
- National Veteran Career Fair and Conference
- P.A.I.D.
Industrial Distribution Career Fair
- Recreation, Park and Tourism Science Career Fair
- Retailing Career Fair
- Volunteer Opportunities Career Fair

April

- Education Career Fair

September

- AGLS Career Fair
- Business Career Fair
- Construction Science Career Fair
- Engineering Career Fair
- Liberal Arts Career Fair
- Overseas Day
- P.A.I.D. Industrial Distribution Career Fair
- Retailing Career Fair
- Sciences Career Fair
- Volunteer Opportunities Career Fair
- Sales Career Fair

October

- Camp Day
- Graduate & Professional School Day
- Law School Caravan
- Sports Management Career Fair

November

- Education Career Fair
- GIS Day Career Fair

A General Word About Career Fairs

Career Fairs give employers an opportunity to put their company or organization on display to students and university officials. It also serves as an information exchange venue for the employer representative and a prospective employee. By attending career fairs students meet face-to-face with an employer in a neutral setting that is far less intimidating than the interview.

Page 31

Networking

No doubt you have heard of “networking”, but do you know what it really is and how it can help you? Simply, networking is the process of gathering helpful information from a group of contacts to develop a deeper understanding of their needs and assist you in planning your career. Through this process, you can build personal contacts that will help you to learn firsthand about your career options and can connect you to potential employers.

You don't have to know scores of people who are all incredibly important. Anyone can network successfully. All it takes is preparation, a modest investment of your time, and enthusiasm. And,

as an Aggie, you are already a step ahead of other college students because you are a member of one of the world's largest and most effective networks—the Aggie Network!

Getting Started

1. Develop a list of potential contacts. These can be fellow classmates, former students, parents and other family members, parents of classmates, professors, advisors, current and former employers, guest speakers, Career Fair representatives, members of professional associations, other organizations to which you belong, and web-based networks.
2. Decide what your purpose will be in contacting your network and develop your list of questions. If you are in the early stage of career planning, then you may be exploring major or career directions. If you are in the latter stage of career planning, your purpose is to obtain information on how to conduct your job search and obtain job leads. Never ask for a job!
3. Carefully review what you have to offer and what you are seeking. Knowing yourself better will enable you to speak easily and with more self-assurance to your contacts, and it will help you to make the right match with jobs and employers. Examine your achievements, professional and personal interests, and important values.
4. Practice introductions of yourself that you will use in meeting your networking contacts. You will want to use a shorter thirty-second introduction for situations such as career fairs and receptions when there is little time to talk. A longer sixty-second introduction works well during a meeting with one of your networking contacts. See page 32 for crafting your quick introduction.
5. Identify networking resources and venues. The Association of Former Students offers various opportunities for networking including A&M Clubs, events such as tailgates and Find an Aggie (the online directory), through which you can identify helpful contacts by occupation, major and location. Professional and trade associations often have valuable websites to help you identify businesses and individuals as well as events that can connect you to individuals within your industry of choice. The Career Center also has a number of resources online, including CareerShift, that can help you identify potentially valuable contacts.

Networking Benefits

- Focus on your choice of major or career direction. Get the inside story (both positive and negative) from those who are actually working in the industry.
- Obtain advice about your job search. Speaking with those in your career field can help you develop strategies for learning about job openings.
- Validate your choice of career. Confirm whether or not your chosen major is right for you before you pursue your career.

- Improve your interviewing skills. Take the opportunity to speak with a variety of professionals about your career interests and goals. This will help you become more comfortable engaging in conversations with contacts, and it will improve your interview questions and answers.
- Uncover information about a specific employer or job. Websites and printed literature can only give so much information. Go beyond these resources and learn about the organization's culture and expectations.

Page 32

LinkedIn

Think of your LinkedIn profile as an interactive business card. It is a summary of your professional experience, interests and abilities that is designed to attract the attention of important people who are searching for you online—recruiters, networking contacts and graduate school admissions officers. A strong profile is a key differentiator in the job market and application process.

1. Write an informative profile headline. Your headline is a short, memorable professional slogan. For example, "Honors student seeking marketing position". Check out the profiles of students and recent alumni you admire for ideas.
2. Pick an appropriate photo. LinkedIn isn't Facebook. Upload a high quality photo (your profile will be 7 times more likely to be viewed) of you alone, professionally dressed. No party shots or selfies!
3. Show off your education. Include all of your schools, major(s) and minor(s), courses and study abroad or summer programs. Don't be shy—LinkedIn is an appropriate place to show off your GPA, test scores and honors or awards.
4. Develop a professional summary. Your Summary statement is like the first few paragraphs of your best-written cover letter—concise and confident about your qualifications and goals. Consider using bullet points and including relevant work, extracurriculars and key words.
5. Fill "Skills & Expertise" with keywords. This section is the place to include keywords and phrases that recruiters search for. Find relevant ones in job listings that appeal to you and profiles of people who have the kinds of roles you want.
6. Update your status regularly. Posting updates helps you stay on your network's radar and build your professional image. Mention your projects, professional books or articles, or events you're attending. Many recruiters read your feed so keep it professional!
7. Show your connectedness. Groups you join appear at the bottom of your profile. Joining shows that you want to engage in professional communities and learn the lingo. Start with your university and industry groups.
8. Collect diverse recommendations. The best profiles have at least one recommendation for each position a person had held. Recruiters are most impressed by recommendations from people who have directly managed you but colleagues, peers and mentors can provide recommendations as well.

9. Claim your unique LinkedIn URL. To increase the professional results that appear when people search for you online, set your LinkedIn profile to “public” and create a unique URL.
10. Share your work. You can add actual examples of your writing, design work, or other accomplishments on your profile (where you can share rich media or documents). What better way to sell your skills than to show employers exactly what you can produce.
11. Incomplete Profiles are a Turn Off. Incomplete profiles—lack of work experience, accomplishments, skills or education—make it harder for someone to determine if you’re a good fit for a position. Complete profiles make a good first impression.
12. Get Connected! The most effective people have robust networks. Your LinkedIn profile should represent that. While you don’t need several hundred connections, your network consists of more people than you realize. Peers, colleagues, professors and advisors are all part of your network.

Adapted from LinkedIn (Copyright 2013 LinkedIn Corporation)

The Quick Introduction

Certain social or professional situations require that when you are introduced to others, you give information about your background, education, experience, and potentially future plans. While it may seem like it is a lot of information to cover, your introduction should be short and to the point.

Example Introduction

Hi. My name is Jane Aggie and I’m a sophomore Communications major. I am considering a career in public relations. I recently completed a project in my Consulting class where we developed a press kit for a local business (or other relevant experience you’ve gained). As someone aspiring to work in the field of public relations, what advice do you have for me (or what can you tell me about PR opportunities within your company)?

Customize Your Introduction

Whether online or in person, your introduction can be adapted to any situation. Differentiate between situations in which variations of the introduction will be appropriate. For a career fair introduction, see above. At a networking event, there is no need to highlight experience in the initial introduction. Instead, consider highlight coursework or classes that might be of interest to the person with whom you are speaking: “I’ve been learning about xyz in my class. What does this look like in your company?”

You have heard it a million times: “Success isn’t just about what you know; it’s about who you know.” With LinkedIn, the world’s largest online professional network, the “who” is at your fingertips. Below are a few tips to keep in mind as you build your network.

- 100% complete = 100% more likely to get noticed. You can’t build connections if people do not know you exist or cannot see what you have to offer. Your LinkedIn profile is your online business card, your resume and your letters of recommendation all in one. The more information you provide, the more people will find reasons to connect with you. Consider everything including summer jobs, internships, volunteer work and student organizations. You never know what will spark someone’s interest.
- Use your inbox. Start building your LinkedIn network by uploading your online address book and connecting to friends, relatives, internship colleagues and professionals you know in the “real world”. You can identify Former Students from Texas A&M University by geographic location, company and what they do by using the search function in LinkedIn.
- Get personal. As you connect with individuals on LinkedIn, always customize your connection requests with a friendly note, and, if necessary, a reminder of where you met or what organization you have in common. If you’re being referred by a mutual friend, write a brief introduction of who you are and why you would like to connect. You will impress people with your personal touch.
- Lend a (virtual) hand. As you build connections and group memberships, think about what you can do to support other people. Comment on a classmate’s status update, forward a job listing that fits the criteria of a friend, or write a recommendation for a summer job colleague. You’ll find that your generosity is always rewarded (and of, course, it feels really good to help someone).
- Do your homework. Before an informational interview, job interview or networking event, use LinkedIn to learn about the background and interests of the people you’re scheduled to meet. Access company pages to research organizations and their employees, and use Advanced Search to find things you have in common with the people you are meeting.
- Now step away from the computer... There’s a perception that young people are only comfortable communicating online, so be sure to support your online networking with other forms of contact. Set up phone calls, attend live events and send snail mail notes to people you interact with on LinkedIn. Remember that online methods should supplement, not replace, in-person relationship-building.

Page 34

Networking Email

After identifying a networking contact, send an email (to an individual only—no group mailings) or call the person to let them know the purpose of your communication. **DO NOT** send them your resume at this point!

Dear Mr./Ms. Aggie Contact,

My name is Jane Aggie. I am a student at Texas A&M, graduating with a Bachelor of Arts in Communication in May 20xx. I found your contact information in the Aggie Network online directory. I am considering pursuing a career in (insert your area of interest here) and am interested in learning more about the career opportunities and existing and evolving needs within the _____ industry. Would you have a moment to share advice and insights regarding your organization and the _____ industry? Any assistance you can provide will be greatly appreciated.

Thank you for your time.

Name

Phone Number

Make your subject line compelling. You want your email to stand out!

When writing a networking email or other professional communication, you should refrain from using Aggie-isms such as “Howdy” or “Gig ‘em”.

REMEMBER: Your network is like a muscle; it must be exercised regularly to be powerful when you need it.

Informational Interviewing

Conducting informational interviews can help you gain information about specific career paths as well as broaden your professional network. Once you have identified networking contacts, and sent them a networking email, the next step is to conduct an informational interview in order to gather advice, develop your network, and obtain insight from a professional. Plan to LISTEN more than you speak!

Sample Informational Interview Questions:

- How did you get to where you are today?
- What skills and core competencies are needed in your profession?
- If you were starting your career today, what would you do differently?
- What can I do to make myself marketable for this career?
- What advice do you have for someone like me?
- What characteristics/skills make for a good _____?

During informational interviews, DO NOT ASK FOR AVAILABLE POSITIONS OR JOB OPENINGS. When building your network, you start by making contacts that could eventually lead to job opportunities.

Remember to send thank-you notes or emails immediately following the interview.

Page 35

Starting Your Search (Job or Internship)

At this stage, it is assumed that you have made headway through the career development process. This is the point where you are ready to pursue your career goals with the implementation of a well-organized job search. Before starting your search for a job or internship, you should research the job market, explore options by comparing job descriptions and assess current job market trends. Once you have completed this, you will be ready to develop your job search strategies.

Campus Recruiting and the Job Search

Search for Your Job Early

You should search for full-time employment opportunities at least three semesters prior to graduation. Start your internship search at least two semesters prior to the time frame in which you want to hold your internship. The longer you wait, the more interviews and opportunities you will miss. Campus recruiting information is typically made available prior to the first week of each semester. Many employers interview in the fall semester for December, May, and August graduates for both full-time positions, co-op and summer internships. Recruiting also takes place in the spring for May and August graduates.

Learn how to effectively use HireAggies TODAY!

If you have any questions, come by the Career Center to speak to a member of our staff. You can access our information 24 hours a day from careercenter.tamu.edu. See page 11 for more information on careercenter.tamu.edu.

Key Job search Strategies

- Prepare a winning resume
- Gain relevant experience before graduation
- Build your network of contacts
- Show confidence in the interview
- Dress your successful best
- Sell your unique capabilities
- Be persistent and follow up
- Determine your career direction

Job Market Trends

Will there continue to be a need for workers in the occupation you want to enter? What work environment would you choose, and do you have alternatives? It is important that you are knowledgeable about the job market outlook and how it relates to current trends in society. Websites such as the Occupational Outlook Handbook (www.bls.gov/ooh), the Career Center (careercenter.tamu.edu) and the National Association of Colleges and Employers (www.naceweb.org) can provide up-to-date articles and statistics. Review industry trends in other nations using GoInGlobal Career Guides.

You will incorporate networking, career fairs, campus recruiting, and other employment sources as strategies for getting the job you want.

If attaining your career goal will require an advanced degree, then getting into graduate or professional school should also be a part of your strategy.

Page 36

Professional Etiquette

Your academic knowledge and skills may be spectacular, but do you have the social skills needed to be successful in the workplace? Good professional etiquette indicates to potential employers that you are a mature, responsible adult who can aptly represent their company. Not knowing proper etiquette could damage your image, prevent you from getting a job and jeopardize personal and business relationships.

Meeting and Greeting

Etiquette begins with meeting and greeting. Basic rules will help you get ahead in the workplace:

- Always rise when introducing or being introduced to someone.
- Provide information in making introductions—you are responsible for keeping the conversation going. “Joe, please meet Ms. Crawford, CEO at American Enterprise, Inc., in Cleveland.” “Mr. Jones, this is Kate Smith, a senior majoring in computer science at Texas A&M University.”
- Unless given permission, always address someone by his or her title, Mr. or Ms. (never Mrs.), and last name.
- Practice a firm handshake. Make eye contact while shaking hands.

Dining

Remember that an interview is always an interview, regardless of how relaxed or informal the setting. Anything that is said or done will be considered by the interviewer.

In order to make a good impression during a lunch or -dinner interview, make sure you:

- Arrive on time.
- Wait to sit until the host/hostess indicates the seating arrangement.
- When ordering, keep in mind that this is a talking- -business lunch. Order something easy to eat.
- Wait to eat until everyone has been served.
- Keep hands in lap unless you are using them to eat.
- Practice proper posture; sit up straight with your arms close to your body.
- Try to eat at the same pace as everyone else.
- Take responsibility for keeping up the conversation.
- Keep conversation professional and avoid potentially polarizing topics like religion and politics.

Eating

Follow these simple rules for eating and drinking:

- Start eating with the implement that is farthest away from your plate. Remember to work from the outside in.
- Season food only after you have tasted it.
- Pass salt and pepper together—even if asked for only one.
- Pass all items to the right. If the item has a handle, such as a pitcher, pass with the handle toward the next -person.
- While you are speaking during a meal, utensils should be resting on plate (fork and knife crossed on the plate with tines down).
- Don't chew with your mouth open or blow on your food.

The interviewer will usually take care of the bill and the tip. Be prepared, however, if this doesn't happen and have small bills ready to take care of your part, including the tip. Never make an issue of the check.

Excerpts from an article written by Jennie Hunter, retired professor, Western Carolina University.

Page 37

Clean Up Your Social Media Identity

In this day and age, everything is shared on social media. Be advised. The social media profiles of job candidates are an area of scrutiny for recruiters. Here are some simple ways to take a DIY approach to ensuring your online presence is presentable and a good representation of you.

Google Your Name

- Search for your name online occasionally to see what comes up, or set up automatic name alerts at Google.

- To find the real “you”, try tweaking your name (e.g., Sam versus Samuel) or add some additional identifying modifiers (perhaps your city or school).
- Search for your name on all the networks to which you’ve ever belonged, including Facebook and YouTube. Recruiters check everywhere.
- Ask yourself: Will this social media profile foster callbacks, interviews and job offers? If not, keep reading.

Keep Some Mystery

- Jenny Foss, who operates Ladder Recruiting Group in Portland, Oregon recommends you:
- Adjust the privacy settings on your accounts. Be aware, however. Social media platforms can change privacy policies. When possible, it is better to remove negative or overly private content than hide it.
- Shift your mindset from “impressing the guys” to “promoting myself as a polished professional.”

There’s No Swimsuit Competition

- Recruiters will judge you by your profile photos. Do they tell the right story? “Dress in photos as you would in an interview,” says Vicky Oliver, author of 201 Smart Answers to Business Etiquette Questions.
- Remove unflattering pictures, videos, and unfavorable comments you’ve posted on social networks. Be cognizant of your comments and likes. These are visible on your profile. Post a high-quality headshot, the same one across all platforms.
- Important: Don’t forget to check out photos where friends have tagged you on Facebook. If you’re pictured at a party with a drink in hand, delete the tag. Adjust privacy settings to prevent that from happening again.

Blot Out the Bitter

- “Whatever you wouldn’t do at the networking event, don’t do online,” says Oliver. Some examples of social media gaffes: Posting about parties, dates, getting into posting wars with your friends, or using obscenities, faulty grammar, typos or cryptic texting shortcuts.
- Oliver says, “I would not write anything negative, no snippy commentary at all.”

Get LinkedIn

- This is the single best social media platform for job seekers because of its professional focus. As some employers may request your LinkedIn profile as part of the job application process, keep these tips in mind:
- Consistently update your LinkedIn profile. Think of how often you update your resume and treat your LinkedIn profile the same way.
- Leverage the Recommendations section in your profile by asking previous bosses and coworkers for recommendations.

- Make good use of keywords and set up links between all your social media profiles. LinkedIn, Facebook, Twitter and Blogspot all rank high in Google searches.

What Would Your Mother Say?

- Says Alexandra Levit, author of *Blind Spots: The 10 Business Myths You Can't Afford to Believe on Your New Path to Success*, "Always think before you post, because if there is a single person out there who you don't want to see your content, I guarantee it will get back to them."
- Have a second pair of eyes to look over your profiles as you may be too close to the situation to judge what's appropriate or not. Consider asking the opinion of someone who's about the same age as your target employers, experienced in your field or at least in the hiring process.

Netiquette Tips

Dan Schwabel, a personal branding expert and author of *Me 2.0*, offers these tips to keep your digital reputation clean:

- Don't over-promote yourself or people will get turned off.
- Do share industry insights, useful resources, quotes and facts with your audience.
- Don't send your resume to employers on Facebook.
- Don't come to an interview without researching the company and the hiring manager online, using LinkedIn first.

Content You Should NEVER Share

These may seem really obvious, but people lose jobs (and job offers) every day because of them:

- Don't refer to a company by name; they may get alerts when mentioned online.
- Don't complain about your job or boss.
- Refrain from making snarky comments about co-workers or customers.
- Don't reveal your drug/drink habits.
- Never make discriminatory or inflammatory remarks.
- Don't share intimate relationship details.
- Don't brag about skipping work, playing games or sleeping on the job.
- Do not broadcast an employer's confidential information.

Adapted from an article written by Jebra Turner, a former human resources manager, who writes about career issues, and other business topics. She lives in Portland, Ore., and can be reached at www.jebra.com.

Witness Protection Program

Clean up your profile versus blocking it. Recruiters won't be suspicious about what you're trying to hide.

Dress for Success

Different organizations and industries have different norms in regards to appropriate attire. Because professional dress can be subjective and vary across industries, it can be a challenge to know what's appropriate to wear in various situations. There are a few key guidelines when dressing for professional situations. It's also important to understand the difference between business professional and business casual and know when to wear what.

Recommended Business Professional Attire

Clothing standards differ by company. You should always research a company and its culture to learn more about its dress code. The majority of organizations in all industries, however, have very similar expectations when it comes to interview attire. The standard protocol is business professional dress, which means a conservative, well-tailored suit.

Business Professional Attire for Women:

- Pantsuit or skirt suit with skirt length approximately at or just above the knees.
- Black, navy or charcoal gray are recommended suit colors.
- Pair with white, off-white, light blue or French blue cotton or silk blouses that have a conservative neckline.
- Choose low to medium leather heels with a closed toe.
- Wear a minimal amount of jewelry or accessories.
- Carry a professional briefcase or portfolio instead of a backpack or purse.
- Conservative makeup and perfume should be worn.
- Fingernails should be trimmed with neutral polish or bare.
- Hair should be neat and styled.
- Remove body piercings, except for one small earring in each ear.
- Cover tattoos.

Business Professional Attire for Men:

- Single breasted two piece suit in navy or charcoal gray. A subtle stripe or pattern is acceptable.
- Pair with a white long-sleeved oxford cloth shirt.
- Ties should be a solid color or a small conservative pattern.
- Dark socks should be worn that will remain above the pants cuff when seated.
- Belts and shoes should be of a matching color; shoes should be well polished.
- Carry a professional briefcase or portfolio instead of a backpack.
- Minimal cologne should be worn and hair should be styled neatly.
- Do not wear theme clothing, such as cartoon ties.
- Fingernails should be cleaned and trimmed.
- Remove body piercings, including earrings, and cover tattoos.
- Recommended Business Casual Attire

- There are numerous opinions regarding what type of clothing falls within the category of business casual. Although there is a wide range of definitions for business casual, there are also some general rules that apply.
- Jeans, tennis shoes, tight or short skirts, t-shirts or sweatshirts are never considered business casual.
- Business casual does not apply to grooming standards. Your appearance should remain neat and polished. This includes nicely pressed clothing, clean shoes, neatly styled hair and conservative accessories.

Dress to Impress Guidelines

- First impressions are lasting impressions. Dress for the job you want, not the job you have.
- It is always best to err on the side of conservative dress. Your clothing or accessories should not attract so much attention that they are distractions to the true purpose of the situation—your ability to present yourself as a qualified candidate.
- The best way to determine an organization’s standard is to conduct research or ask a company representative. When in doubt, dress conservatively and lean more toward the business side rather than the casual side.

Although a business suit may not be the everyday work attire for an organization, recruiters expect candidates to look their most professional during a job interview.

Business Professional vs Business Casual

When and Where?

You will most likely wear business professional attire when interviewing. Few industries and companies any more require their employees to wear business professional (a full suit) to the office on a daily basis.

Business casual is more common and widely accepted. Several companies encourage employees to dress in some form of business casual on a daily basis. Be aware of situations that may require you to dress on the business side of business casual (a company dinner) versus those that allow you to dress on the more casual side of business casual (recruiting networking event).

Business Casual for Women:

- Business skirt or pants
- Conservative blouse or sweater
- Blazer is appropriate
- Flats or low heels
- Belt, scarf and accessories should remain understated

Business Casual for Men:

- Not expected to wear ties
- Business or sports jacket is appropriate
- Stylish, solid colored pants are acceptable
- Long-sleeved solid or striped dark shirt
- Dark socks
- Matching belt and shoes

Texas A&M Career Closet

Got an interview? Need a suit? Visit the Texas A&M Career Closet today to rent a free suit. For more information visit tamucareercloset.com or email careercloset.tamu@gmail.com.

Page 40

The Interview

In all interviews, you must make a good first impression. This means arriving on time, being properly dressed and groomed, and exhibiting positive non-verbal behavior (firm handshake, good eye contact, smile and confident presence). It is difficult to recover from a bad beginning, so make your first impression a positive one.

The invitation to interview is an indication the company wants you. They're excited to meet you and want you to succeed. Don't let your nerves get the better of you. A little preparation can make a world of difference.

The Art of Interviewing

In order to be successful at interviewing, learn and apply these steps:

Know your product – YOU!

Your product is your knowledge, skills, energy, accomplishments and personality. You should make your potential employer fully aware of your value.

Know your customer's needs

You must research the employer needs and the industry opportunities. Gather this information through the Career Center, employer presentations, career fairs, business and government publications, company's website, 10-k reports, articles and publications, and LinkedIn.

Make a great first impression

Initial impressions are critical. The interviewer will take note of your appearance, manner, energy level, enthusiasm and confidence, so make the most of those first few minutes. You

should treat each person you meet as if he/she were a key player in the decision-making process.

Show how you can fulfill the needs or solve company problems

Convince the interviewer that you can be of great service in solving his/her problems and/or furthering the success or increasing the effectiveness of the organization. There was something in the job description that made you submit your resume to the company. What was it?

What Should You Know About the Company?

- The basics (company location, size, structure, public or private, their clients and competitors)
- Recent news (good or bad, self reported or by the news)
- Strategic plans (what do they plan to do moving forward?)
- How your job fits into the company

In preparing for interviews, participating in a mock interview can be most helpful.

careercenter.tamu.edu provides an online mock interview tool that you can use to enhance your job interviewing skills. It creates a compelling and realistic “simulated interview” experience where you are asked challenging questions and must respond, just as you would in a real job interview. You can also schedule a mock interview with your Career Advisor by calling the Career Center.

Page 41

Common Interview Styles

One-on-One, Traditional Interview

This is the most common type of interview. The interview consists of a series of questions that may or may not be standardized. The best preparation for this type of interview is to research the employer and the industry prior to the interview.

Serial Interview

This is a variation of the traditional interview technique that involves a series of sequential interviews with several interviewers. Usually, the interviewers have hiring authority, and may become your future manager(s).

Group/Panel Interview

Panel interviews are becoming more common as organizations encourage more teamwork and group decision-making. This type of interview typically occurs at the employer’s location. The panel may include three to ten people, possibly more. Each person may have been assigned a specific area of questioning. Your strategy should include equal eye contact with each person, with special attention to the individual who asked the question.

Stress Interview

This interviewing technique is less common, but may be used. The technique tests a candidate's ability to be articulate while under pressure. An example would be an interviewer who speaks quickly and aggressively, perhaps opening with "Why should we hire you?" Should you encounter a stress interview, project self-assurance. It will be easier if you understand that it is a test.

Case Method Interview

This type of interview involves questions in which you will be asked to solve hypothetical industry-related problems. These problems will be similar to the ones the organization may encounter during their regular course of business. The interviewer is not necessarily seeking a "correct" answer to the problem, but wants to evaluate your problem-solving and analytical reasoning skills. Be prepared to justify your answer and walk the interviewer through your solution step-by-step. You will have to ask questions of the interviewer if you feel you do not have adequate information to arrive at a logical solution.

Behavioral Interview

The behavioral interview is based on the premise that the best way to predict your future performance is to determine and evaluate your past behavior. Review the job description to see what behaviors are evident. First, an employer determines a profile of desired behaviors. Some behaviors and characteristics employers may attempt to measure include:

- customer service
- stress tolerance
- initiative
- communication
- planning
- organization
- problem-solving
- teamwork
- leadership
- flexibility
- motivation

In this type of interview, the recruiter asks an open-ended question designed to stimulate recollection of a situation that would lead to a desired behavior. Some examples of situations that may provoke desired or undesired behaviors are:

- balancing/prioritizing several tasks within a short period of time.
- working with an unproductive or uncooperative colleague.
- finding better ways to perform a task.

The interviewer asks for an overview of the situation, including the candidate's role, other players involved, key events and the outcome. Not every outcome will be positive and, in those situations, it is important to include what you learned and what you would do differently next time.

Differences Between Behavioral and Traditional Interviews

During the behavioral interview, the recruiter will ask for specific details, not theories or generalizations about events and actions.

In a behavioral interview, the recruiter will focus on actual past actions and will follow-up with questions such as, "Looking back on this experience, what would you do differently?"

In a behavioral interview, the recruiter tends to be more interactive and probing.

The behavioral interview tends to be longer.

STAR Method

The acronym "STAR" provides a guide for formulating answers for behavioral questions.

Describe the situation in which you were involved.

Describe the Task to be performed.

What was the Action you took?

What were the Results of your actions and what would you do differently?

Interviewing for graduate or professional school? Contact your Career Advisor today!

Page 42

Sample Interview Questions

Traditional Interview Questions:

- Tell me a little about yourself.
- Why did you choose Texas A&M?
- Why did you choose your major?
- Why are you applying for this job at this company?
- What would you like to be doing five years from now?
- What has been your greatest accomplishment?
- Describe your greatest strengths and weaknesses.
- Would you rather be in charge of a project or work as part of a team?
- What have you learned from the jobs you have held?
- What interests you most about this job/this company?
- What is the most difficult situation you have faced?

Behavioral Interview Questions:

- Describe the best/worst team of which you have been a member.
- Tell me about a time when your course load was heaviest. How did you get all of your work done?
- Give me a specific example of a time when you sold someone on an idea or concept.
- Describe a time when you had to make a decision that was not popular with the group.
- Tell me about a time when you were creative in solving a problem.
- Describe a time when you got co-workers or classmates who disliked each other to work together.
- Tell me about a time when you made a bad decision.
- Describe a situation when you had to request help or assistance with a project.
- Tell me about a time when you failed to meet a deadline.
- Tell me about a situation that required you to be assertive in getting your point across.

Stress Interview Questions:

- What kinds of people do you find it difficult to work with?
- What are some of the things you find difficult to do?
- How would you evaluate me as an interviewer?
- What interests you least about this job?
- How do you handle rejection?
- What is the worst thing you have heard about our company?
- See this pen I'm holding? Sell it to me.

Case Interview Questions:

- A chain of grocery stores currently receives its stock on a decentralized basis. Each store deals independently with its suppliers. The president of the chain is wondering whether the firm can benefit from a centralized warehouse. What are the key considerations in making this decision?
- A magazine publisher is trying to decide how many magazines she should deliver to each individual distribution outlet in order to maximize profits. She has extensive historical sales volume data for each of the outlets. How should she determine delivery quantities?
- You are visiting a new client who sells golf balls in the United States. Having had no time to do background research, you wonder what is the annual market size for golf balls in the U.S. and what factors drive demand. You have 15 minutes before your meeting. How would you go about answering these questions?

Questions to Ask the Interviewer

It is acceptable to write 6-10 key questions on a notepad that you will carry with you into the interview. They should be intelligent, probing questions that will help you to get the information you need to make an informed decision. By researching the organization and the industry, you can develop good questions.

1. How would you describe a typical day on the job?

2. What kinds of assignments might I expect the first six months on the job?
3. Does your company encourage further education?
4. How often are performance reviews given?
5. When will the first job performance evaluation take place?
6. Do you have plans for expansion?
7. What are your growth projections for next year?
8. Does the company anticipate changing the current structure soon?
9. How does the company view creativity and individuality?
10. How does this company differ from its competitors?
11. Is there a career path for this position?
12. In what ways is a career with your company different than others?
13. Is this a new position or am I replacing someone?
14. What is the largest single problem facing your staff (department) now?
15. May I speak to the last person who held this position?
16. When was my predecessor promoted?
17. Does your company offer either single or dual career-track programs?
18. What do you like best about your job/company?
19. Will I have a chance to meet people who would be my co-workers?
20. Has there been much turnover in this job area?
21. Do you fill positions from the outside or promote from within first?
22. Could you describe the 'ideal candidate' for this position?
23. What specific skills or experience would help someone do well in this job?
24. What characteristics do the achievers in this company seem to share?
25. Will I have the opportunity to work on special projects?
26. Where does this position fit into the organizational structure?
27. Does your company offer opportunities to incorporate assignments with your international division in the career path?
28. What is the next course of action?
29. When should I expect to hear from you or should I contact you?
30. May I provide any additional information?

When asked if you have any questions for the interviewer, the answer is always yes!

Before you leave the interview, be sure you know of any next steps and when you can expect to hear back from the company.

Have questions about your interview, the process, or what you were asked?
Contact your Career Advisor today!

Below are sample behavioral interview questions. Refer to the Behavioral Interview section on page 41 for information about the Behavioral Interview as well as details on the STAR approach to answering behavioral interview questions.

EXAMPLE: Describe the best/worst team of which you have been a member.

Situation This past semester, as part of an engineering capstone course, I worked with a group of 3 students to build a system that would more effectively track a project's progress from ideation to execution.

Task Within the group I served as the organizer of meetings and content. I scheduled weekly meetings for the group using a Doodle poll to identify potential meeting times. Two of the deliverables for the course project included a written paper and PowerPoint presentation.

Action Early into the project, the group faced a challenge. One of the group members stopped attending class and group meetings. Several attempts of reaching out to the member resulted in no response. To meet mid-semester project due dates, any work assigned was completed by the other members in addition to work they were originally responsible for. The professor was notified about the particular group member.

Results Despite being one group member down, the project was completed on time in its entirety. The professor recognized the work completed by the remaining group members; and, in addition to complimentary feedback, we received an A for the project paper and presentation.

Give me a specific example of a time when you sold someone an idea or concept.

Situation

Task

Action

Results

Describe a time when you had to make a decision that was not popular with the group.

Situation

Task

Action

Results

Tell me about a time when you failed to meet a deadline.

Situation

Task

Action

Results

Describe a situation when you had to request help or assistance with a project.

Situation

Task

Action

Results

When referencing anything negative in an interview, acknowledge the negative and quickly move on. You want to focus more on what you did to overcome the negative and the outcome or end result.

Be sure to provide an answer for each component of the STAR approach so the interviewer has a complete picture of the situation.

Be sure to read your answers aloud. Your answers should not sound like they were written out. Practice a few times until the answers sound natural but not rehearsed.

[Page 44](#)

The Day of the Interview

Timing

Arrive at the interview early! Allow plenty of extra time for parking, walking, inclement weather, and that one last look in the mirror before you go in for your interview. Remember to turn off your phone before going into the interview.

First Impressions

Be aware of the importance of a good first impression. The first five minutes are critical. Your appearance should be professional; remember to smile, show enthusiasm, maintain good eye contact, and give a firm handshake.

Follow the Leader

Upon entering the interview room or office, take the lead from the interviewer. Take a seat when and where he/she asks. Sit comfortably, but appear attentive and not overly relaxed (e.g., do not slouch back in the chair).

Preparation

Carry an attractive portfolio (black or brown leather) and include extra copies of your resume, references, and transcript. Also include questions on a notebook pad that you may want to refer to later in the interview. Do not, however, take extensive notes during the interview.

Listen and Focus

Listen carefully to the questions being asked and answer them completely! Stay focused on the question and be careful not to ramble.

Selling Points

Identify the key selling points you want to present in the interview and write them above your prepared questions. Be prepared for the appropriate time to communicate these.

STAR Method

Select and be prepared to describe situations and events that you have dealt with effectively, in case the interviewer asks behavioral questions.

Your Questions

Develop at least 6-10 well-stated questions that you will ask the interviewer about the job or the organization. Write questions on a notepad in your portfolio, and refer to these when asked.

Benefits

Avoid discussing salary, vacation or benefits until the interviewer initiates the discussion.

Salary

Don't provide a salary expectation until you have researched the average rate for someone with your qualifications. If pressed, give a general salary range.

Follow Up

Follow any instructions or next steps as identified by the interviewer, if any. Complete these promptly.

Thank You

Ask for a business card and send a thank you email to the interviewer within 24 hours. A handwritten thank you note should be mailed within 48 hours.

Page 45

The Company Office Visit/Site Interview

The company office/site visit is an important step in the candidate's interview process. Its purpose is two-fold. First, it allows for an in-depth assessment of the candidate by company recruiters, and second, it gives the candidate the opportunity to see the environment of the company, its employees, and its culture. The office visit typically takes place later in the recruitment process, following a first or second round interview.

Preparation

- Ask for your itinerary before you arrive.
- Know the company well! Do your research and your homework to make it evident that you know as much information as possible about your prospective employer. Take advantage of company websites, brochures, annual reports, and sources of public information to gather data.
- Review the job description before the office visit. This interview will be more focused on your skills and experience as they apply to that job description. You will be asked more technical, job-specific questions than were asked during the initial interview.
- Always take more copies of your resume and other relevant documentation, even if you've already given your interviewer a package. Also, documents such as letters of recommendation are appropriate to bring with you.
- Prepare good and insightful questions. Keep in mind that recruiters hear the same standard questions from candidates every day.
- Remember who you spoke to during your pre-office visits and what role they played. Refer to those people by name in the office visit interview.
- A site visit usually involves many interviews with a number of different people. You may be asked the same or similar questions by several individuals. It is important to answer consistently.

Making Travel Arrangements

- Before leaving on your trip, know the name and phone number of your contact and be sure you understand the directions to the facility. If possible, make a trial run before the actual appointment time.
- In some cases, employers may provide transportation from the hotel to the office site. Get information regarding when and where you will be met.
- If traveling by airplane, determine if you will need to arrange your own transportation from the airport.

- It may be best to carry on any luggage instead of checking it; you may arrive at your destination only to find that your checked luggage has gone elsewhere. Dress appropriately during your travels. You never know who may meet you at the airport.
- When you check into your hotel, always check for messages. Your recruiter may have updated the schedule for you. Ask the hotel staff about checkout times.
- ALWAYS be on time. It's better to arrive early than late. Arriving early also gives you time to relax and do some last minute preparation.

Expenses

- Often, office visit trips are pre-paid by the company. On occasion, depending on the company structure, they may ask you to pay for some of the expenses initially and submit an expense report for reimbursement.
- Once your office visit is scheduled, simply ask your recruiter how the company prefers you to handle your trip expenses.
- Always collect receipts for your expenses, even if the company prepays.
- Use common sense and good judgment on your expenses. Hotel movies, expensive dinners, or alcohol on a receipt will not make a good impression on your prospective employer.
- Have cash with you for cash-only services, such as tips and taxi fares. Bring a major credit card for emergencies, meal expenses, or car rental.

Things to Look for During the Office Visit

- Evaluate the overall attitude of the employees in the office—Are the people happy? Tense? Overworked?
- Look for enthusiasm in the workplace—Are the employees genuinely excited about their company and what it represents?
- Assess the general organizational culture and comfort level—Do you feel comfortable with your surroundings? Is it a culture you respect?

Tips to Keep in Mind

- Dress in business professional attire unless informed otherwise.
- Be courteous to everyone—they'll all be providing feedback!
- Refrain from drinking alcohol during recruiting social events or meals.
- Exhibit table manners during meals.
- Remember meal conversations are still part of the interview.
- Be prepared with all the pertinent information for past employment and references in case there are forms to fill out.
- Bring extra resumes and transcript, and portfolio with paper and pen.
- Write thank you notes to everyone you encountered during the office visit, including the person who coordinated the visit for you.
- Most importantly, listen as much as you speak.

Closing the Interview

The Screening Interview

Get a commitment about the next step.

- Ask how you'll be notified.
- Express your strong interest in the job and the employer.
- Request a business card.
- Send a thank you note by mail or email within 48 hours.

Office Visit/Site Interview

Make sure...

- All of your questions have been answered or addressed.
- You have a thorough understanding of the role you would play in the company.
- You have a realistic understanding of the job.
- You have a business card or written contact name for everyone you met during your visit.
- You evaluated the company's behavior, environment, and culture.
- You asked for the next step.
- You follow up with a thank you note to anyone who spent time with you, including the person coordinating the visit.

The Potential Offer

There is a strong possibility that you will receive a formal offer during or immediately after your office visit. It is typically a good idea to ask for time to consider the offer and to provide the company with a date by which you will respond. This gives you time to reflect before making a decision.

Note: NACE Standards allow for 2 weeks to consider an employment offer from a company.

Job Search Ethics

Do not lie—ever

From your resume, to your cover letter, to the interview, honesty is the best policy!

Be sincere

Only apply and interview for jobs you are truly interested in. Remember, the recruiter's time is just as valuable as yours.

Fulfill interview commitments

If you schedule an interview with an employer, show up! If you need to cancel, do so as soon as possible (preferably at least two business days prior to the interview time).

Do not renege

Once you accept a job offer in good faith, you should 1) stop all interviewing, 2) notify other employers recruiting you that you accepted another offer, and 3) fulfill your commitment in the job offer you accepted.

Your decision to renege does not affect just you. Reneging can influence if a company continues to recruit at Texas A&M.

Communication is key

If you have decided to no longer pursue an opportunity, bow out early AND let someone know! Simply not calling back or avoiding contact with the company is unacceptable.

Ask the Career Center!

If you find yourself questioning a situation and not sure what the “right thing” is, come see us at the Career Center!

Page 47

Offers, Salary/Compensation Evaluation and Negotiation

You’ve had a successful interview with Company XYZ and just received a job offer. Congratulations! You have now moved to the next stage of the recruitment process, salary negotiation.

First Things First. The Offer!

Whether you’ve received an internship or full-time job offer, the company should provide a written letter or email with details of the position offered. These include:

- Position title
- Salary/compensation
- Start date
- Supervisor’s name
- Deadline to respond

If benefits (health insurance, vacation/sick leave, wellness programs) are not specified, ask your HR liaison for this information. It can be helpful when evaluating the offer.

Things to Keep in Mind:

- Job offers from companies should be extended in writing and job offer acceptances or declines should be provided to the company in writing. All job offers deserve a phone call and a written response back to the company.
- Salary discussions should begin only after you’ve received a defined job description. This usually happens once the interview process has been completed and a job offer has been extended.

- Don't be the first one to bring up salary. Let the employer establish the first benchmark and initiate the conversation.
- Conduct salary research before beginning negotiations. Leverage the job description in your research as position titles are not the same across companies and industries.
- Always provide a range when discussing salary and be prepared to accept a salary on the lower end of that range.
- Research the cost of living for the marketplace you'll be living in and estimate a budget to determine the minimum salary you'll need to meet your obligations. Take into account expenses, taxes, insurance and savings allotments when building your budget.
- If salary is not negotiable or it is fair based on industry standards, consider negotiating other elements of your benefits package including vacation time, signing bonus (if applicable), relocation stipend (if applicable), start date and performance review timing.

Compensation Defined

When referring to compensation, we are referring to the total compensation value of an offer. This would include your salary, health insurance, benefits (sick and vacation time) as well as bonuses or performance incentives. When referring to salary, we are referring the cash value of the wages you receive annually.

When evaluating your offer(s), consider the criteria you used when searching for a job. How many of these criteria are present in the job offer? If you need more time to consider an offer, do not be afraid to contact the employer to ask for an extension in your deadline.

Once you've decided to accept the offer, provide your acceptance to the company in writing. Also let any other companies you were interviewing with know that you've accepted an offer and would like to withdraw from their recruitment process.

Keys to Salary Negotiation

Do not negotiate your salary unless there is truly a valid reason for doing so. Reasons to negotiate your salary include:

- If you have specific skills relevant to the position that are above and beyond what a typical candidate would have
- If you are relocating to a community with a higher cost of living
- If the salary offered is significantly below the average paid to A&M students with your qualifications (See careercenter.tamu.edu for average salaries by major)

Be aware that negotiating simply because you want to earn more money may have a significant negative impact on you in the hiring process.

A job offer is official once the company has provided it to you in writing.

IMPORTANT NOTE: It is a violation of Texas A&M's and the Career Center's code of ethics to continue in the job search/recruitment process once you have accepted a job offer.

Graduate School Checklist

12 months prior:



Develop a list of 5-7 programs you are interested in applying to.



Research the programs, making note of average GRE/GMAT scores, average GPR, application and admission deadlines, required materials to be included in your application and name and contact information, for each program.



Consider potential sources of funding including professional organizations, the programs/schools you're applying to, graduate assistantships and fellowships and government agencies.



Register for the GRE or GMAT exams depending on the program requirements.



Outline and draft your personal statement. Visit with the Graduate Career Advisor for help with your personal statement.

9 months prior:



Set up meetings with your professors and faculty members in your department. They can serve as your references, discuss program requirements and help you develop your personal statement.



Narrow down the list of programs you are interested in to those to which you will submit applications.



Schedule campus visits to schools you are interested in to learn more about the programs.



Take the online free version of the GRE (or GMAT) test to determine how much studying you'll need prior to taking the actual graded exam. Be aware that taking the exam multiple times can reflect poorly on you as an applicant and could delay the application process (you can only take the exam once per calendar month and so many times in a calendar year).



Build a timeline of all dates including exam dates, application deadlines and admission dates. Make note of instructions and addresses; application materials may not go to the same address.

7 months prior:



Finalize draft of your personal statement and have it reviewed by the University Writing Center and the Career Center.



Have all GRE/GMAT scores sent to the appropriate programs.



Secure at least 3 letters of recommendation from your professors or other faculty members.



Request transcripts from all institutions (including dual credit institutions) you've attended and send them to the schools where you've applied.

6 months prior:



Follow up with those who are writing letters of recommendation for you to remind them of deadlines; provide a stamped envelope with the address of where the letter should be sent if a hard copy of the letter of recommendation is required.



Fill out applications, completing a draft version first, and then submitting the final application at least 4 weeks prior to the application deadline. Keep a copy of each application submitted for your records.

3-4 months prior:



Confirm that the programs you applied to received your application materials.



Schedule interviews as appropriate and send thank you notes to all you meet with.

Month of:



After receiving acceptance into a program, inform the other schools of your decision.



Update those individuals who assisted during the process and send thank you notes to those who wrote letters of recommendation.

Page 49

Answer the questions asked

- Find questions in each application that are somewhat similar.
- Don't be tempted to use the same statement for all applications. Customize your answer for each individual application.

Tell a story

- Think in terms of showing or demonstrating through concrete experience.
- Make your statement fresh, lively and different to distinguish yourself and make yourself memorable.

Be specific

- Back up your statements with specific examples or reasons.
- Be sure your desire to obtain your prospective career is logical, the result of specific experience that is described in your statement.

Find an angle

- Figure out a way to make your story interesting. Finding an angle or a “hook” is vital.

Concentrate on your opening paragraph

- Grabbing the reader’s attention in the opening paragraph is crucial. This paragraph is the framework for the rest of the statement.

Tell what you know

- Be specific. Use the language professionals use to convey your knowledge of the field.
- Refer to experiences such as work, research, courses and professional readings, and explain why you are suited for it.

Avoid certain subjects

- Avoid references to experiences or accomplishments in high school or earlier.
- Avoid potentially controversial subjects (for example, controversial religious or political issues).

Do research

- Identify and capitalize on the attributes that set your choice apart from other universities or programs. Mention the value these characteristics have on your interest in attending this school.

Write well

- Be meticulous. Type and proofread your essay very carefully.
- Express yourself clearly and concisely.
- Adhere to stated word limits.

Avoid clichés

- Avoid cliché statements such as stating on your medical school application that you are “good at science and want to help people.” This is not expressing an original thought.

Questions to Think About When Writing Your Personal Statement

1. How did your pre-college education influence your decision to pursue graduate study in your field?
2. How has your college experience influenced your decision?
3. How has your work experience influenced your decision?
4. Who has had the most influence on your decision to pursue graduate study? In what ways?

5. What situation has had the most influence on your decision?
6. What personally motivates you to pursue graduate study in this field?

The typical personal statement should be 2-3 double spaced pages or 500-700 words. A good outline to follow:

Paragraph 1—A personal human-interest story

Paragraph 2—Your academic interests and achievements

Paragraph 3—Your relevant work and/or research experiences

Paragraph 4—Your career interests

Paragraph 5—Why you are interested in this particular school

Paragraph 6—The qualities you will bring to this school

Adapted with permission from the Rutgers University Career Services Guide and Purdue University's 2013-14 Career Planning Handbook.

Page 50

You're Now a Former Student!

Congratulations on your graduation from Texas A&M! You are now part of The Association of Former Students. THE Aggie Network. In addition to the friends and connections you made while at Texas A&M, you are now part of a network of over 415,000+ Former Students.

If you haven't already, create a profile on AggieNetwork.com. It's free! This is The Association of Former Students website. There are many benefits to having an account on AggieNetwork.com—link your account to LinkedIn, search for classmates and network with other Aggies; set up an @aggienetwork.com email address; and leverage Former Students Career Services through careercenter.tamu.edu. As a Former Student, you have access to Career Center resources throughout your career to help improve job search skills, explore new options and to expand your professional network.

That's right! You have Career Advisors who specialize in Former Student needs and services. Former Student Career Services can provide you with the tools and resources you need to effectively explore your options then access and utilize the Aggie Network. In addition, Former Student Career Services can work with you to develop and implement a job search plan using tools and strategies that will help you identify and secure jobs in the "wired world" and the "hidden job market". The Careers link at AggieNetwork.com provides Former Students with special access to networking contacts and research not available elsewhere.

Former Student Career Services Helps Students:

Network more efficiently to solve daily challenges
Explore jobs, industries and career paths
Identify potential employers
Interview more competitively
Grow your professional network
Identify potential mentors
Learn tips for surviving job cuts
Develop more compelling cover letters
Improve resume effectiveness
Apply proven job search strategies

Did you know 75% of all jobs exist on the “hidden job market” but are never listed on the job boards?